

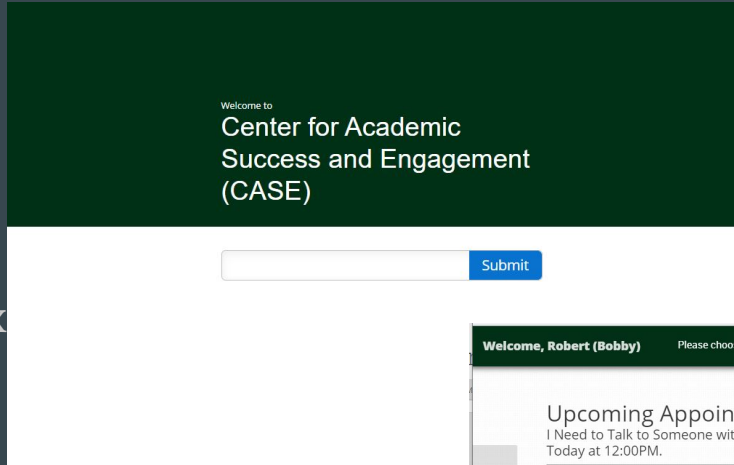
# Appointment Workflow



When Student Checks in Via Kiosk or Via Navigate App

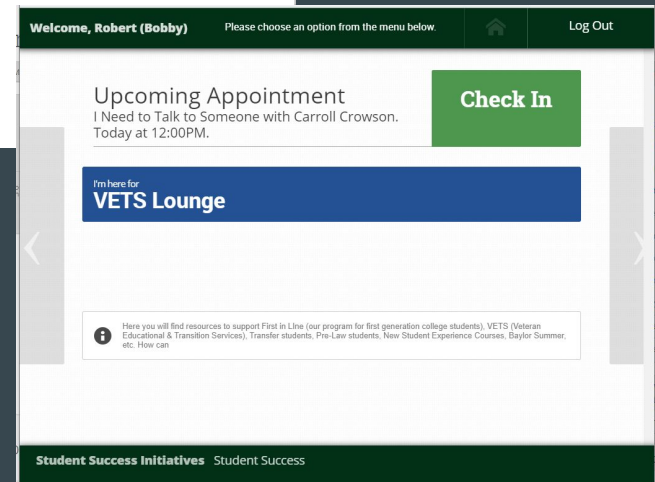
# Student Checks in at Kiosk

1. Student types in ID Number or swipes ID card.
2. At the kiosk, student clicks green check in box



>Welcome to  
Center for Academic  
Success and Engagement  
(CASE)

Submit



Welcome, Robert (Bobby) Please choose an option from the menu below [Home](#) [Log Out](#)

Upcoming Appointment  
I Need to Talk to Someone with Carroll Crowson.  
Today at 12:00PM. [Check In](#)

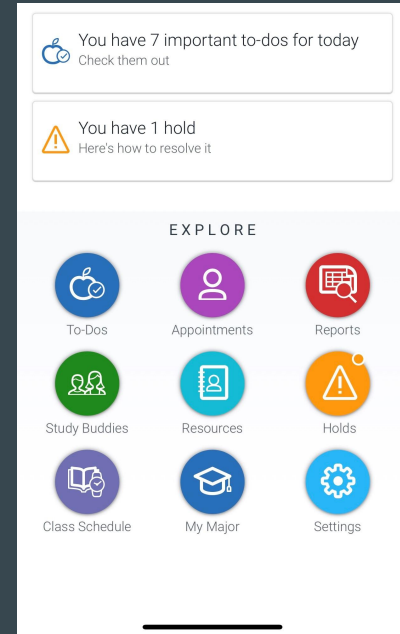
I'm here for  
**VETS Lounge**

**i** Here you will find resources to support First In Line (our program for first generation college students), VETS (Veteran Educational & Transition Services), Transfer students, Pre-Law students, New Student Experience Courses, Baylor Summer, etc. [How can](#)

Student Success Initiatives Student Success

# Student Checks in Virtually via the App

1. Click on Appointment circle in app:
2. Then, choose appointment student wants to check-in for and chooses the button “check-in online”.

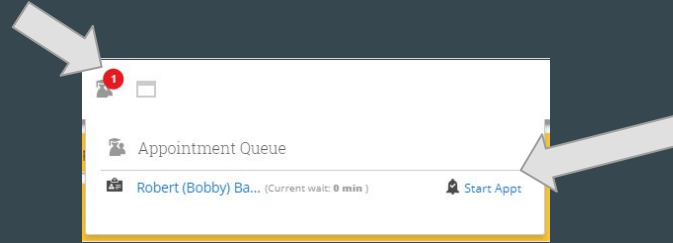


# Once the Student Checks in

3. You receive Notification.

4. After you click on the red number, click Start Appt.

5. After clicking “Start Appt”, the Appointment Summary box will appear and allow you to record any info you would like about the visit:

A screenshot of an 'APPOINTMENT REPORT FOR ROBERT (BOBBY) BAYLOR' form. The form is divided into two main sections: 'Appointment Details' and 'Appointment Summary'.  
**Appointment Details:**  
- Appointment: 03/04/2020 12:00p-12:30p - I Need to Talk to Some...  
- Care Unit: Student Success  
- Location: Student Success Initiatives  
- Service: I Need to Talk to Someone  
- Course: Start typing to search all courses  
- Meeting Type: Select Meeting Type  
- Date of visit: 03/04/2020  
- Meeting Start Time: 12:00pm to Meeting End Time: 12:30pm  
**Attachments:**  
- Attach File: Choose File | No file chosen  
**Attendees:**  
- Carroll Crowson (2547102686): Administration, Advisor Or Success Staff, Professor, Super User, Academic Mentor. Status: Attended.  
- Robert (Bobby) Baylor ( ): Biology (BIO), Neuroscience (NSC). Status: Attended.  
- Checkin: 11:01am to Checkout:   
- Suggested Followup:

# Ending the appointment

6. Once you click “Save and Check-out Student”, the student will be checked out of the appointment and the information you recorded will be saved.

