

# Scheduling Through the Appointment Center

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# Scheduling Through Appointment Center

- Open appointment center:

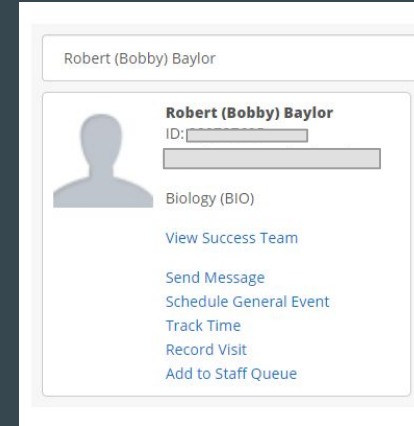
Click on Additional Modes in bottom right corner of screen and then Appointment Center:



- Choose your location.

# Scheduling through the appointment Center

- Type in and select Student's Name:



Robert (Bobby) Baylor

**Robert (Bobby) Baylor**  
ID:

Biology (BIO)

[View Success Team](#)

[Send Message](#)

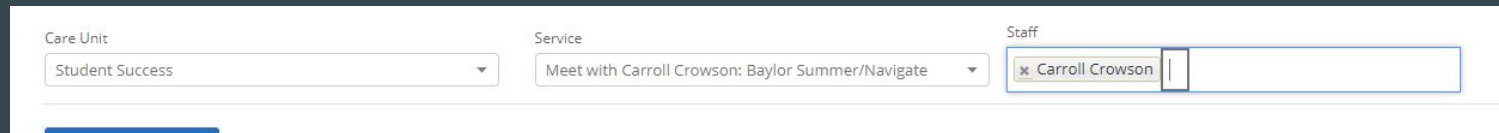
[Schedule General Event](#)

[Track Time](#)

[Record Visit](#)

[Add to Staff Queue](#)

- Select the Care Unit, Service, and Staff with whom the student wishes to schedule:



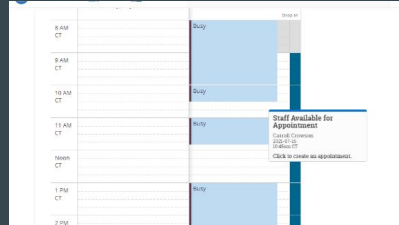
Care Unit:

Service:

Staff:

# Scheduling through the appointment Center

- Click in white space where staff is available for appointments:



- Fill in the box that appears:
- Click Create Appointment

**CREATE AN APPOINTMENT**

Service: Meet with Carroll Crowson: Baylor Summer/Navigate  
[Show All Services for this location](#)

Organizer: Carroll Crowson

Student: Robert (Bobby) Baylor

When: Times listed are in CT.  
07/16/2021 10:30am 30 min

Comments: Enter comments

Options:

- Student has checked in for appointment
- Send E-mail Reminder to the organizer attendee
- Send E-mail Reminder to non organizer attendees
- Send Text Reminder to the organizer attendee
- Send Text Reminder to non organizer attendees

Cancel **Create Appointment**