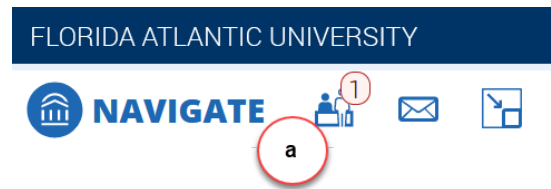


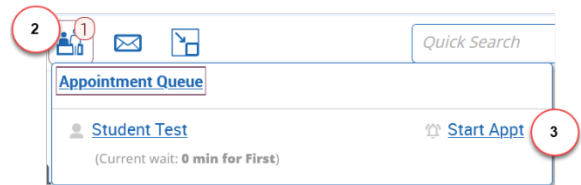
Document Kiosk or Application Sign-in

1. If the student signs in at a kiosk or through the application
 - a. A chime will sound (must be signed into Navigate)
 - b. The Appointment Queue will indicate the number of students who have signed in



Note: The list will consist of students who have signed in for an appointment with you, but if your office is also meeting with stop-ins, the list will also consist of those who are waiting for the first available person.

2. Click on the **Appointment Queue** Notification
3. Click **Start Appt**



4. The **Appointment Report** window will open
 - a. Add any services that were discussed
 - b. Add details to the Appointment Summary
 - c. Attach any documents
 - d. Click **Save and Check-out Student**

Note: The Meeting Start Time and Meeting End Time will be automatically filled in if the student has a scheduled appointment. If the meeting is a drop-in, you must add the meeting start and end time. Check-in time should be auto-filled. The checkout time will be automatically added once you click "Save and Check-out Student."

