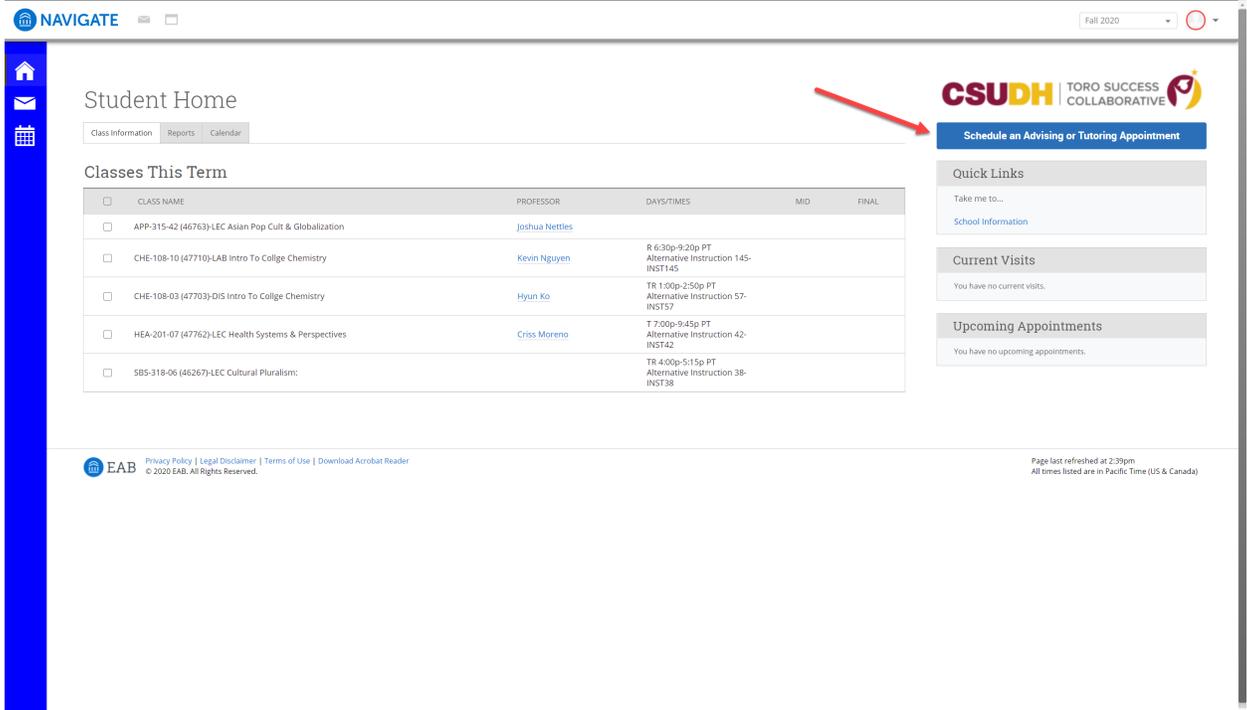**CSUDH** | TORO SUCCESS COLLABORATIVE

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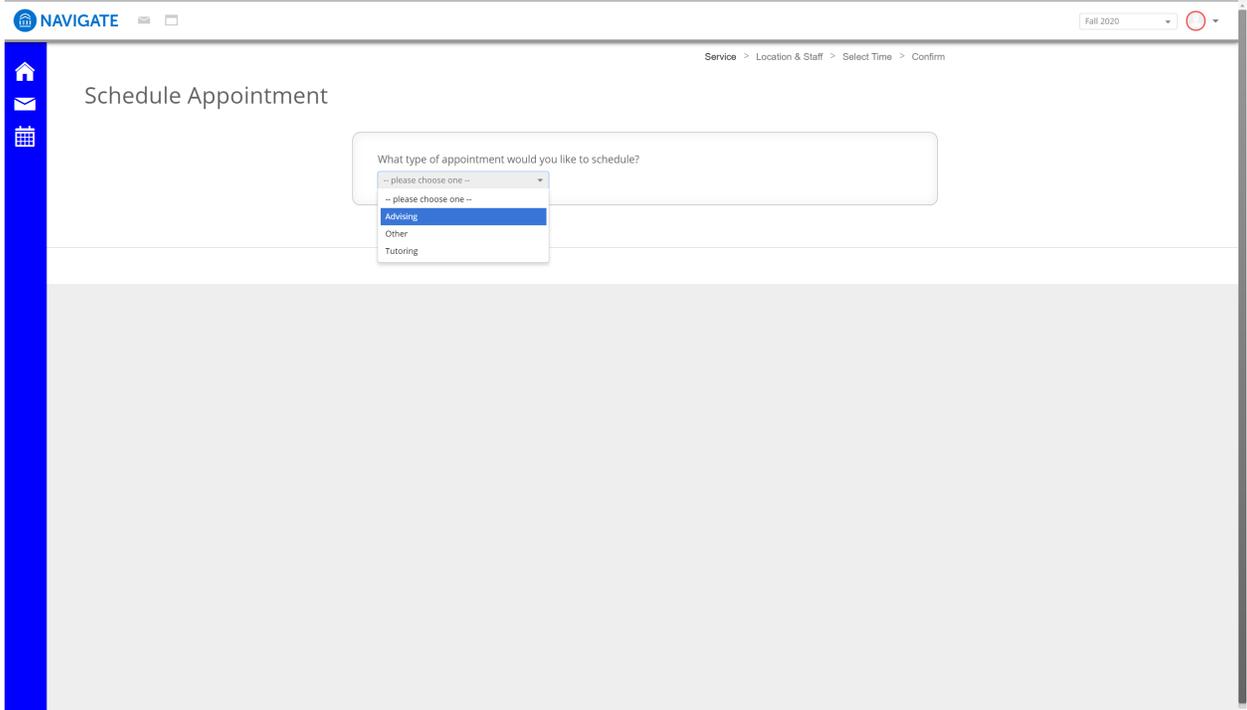
STUDENT HOME FOR SCHEDULING APPOINTMENTS

1. Student logs in TSC.
2. From the Student Home page, click on Schedule an Advising or Tutoring Appointment.

3. Student selects what type of appointment to schedule

4. Student selects the reason for the appointment.
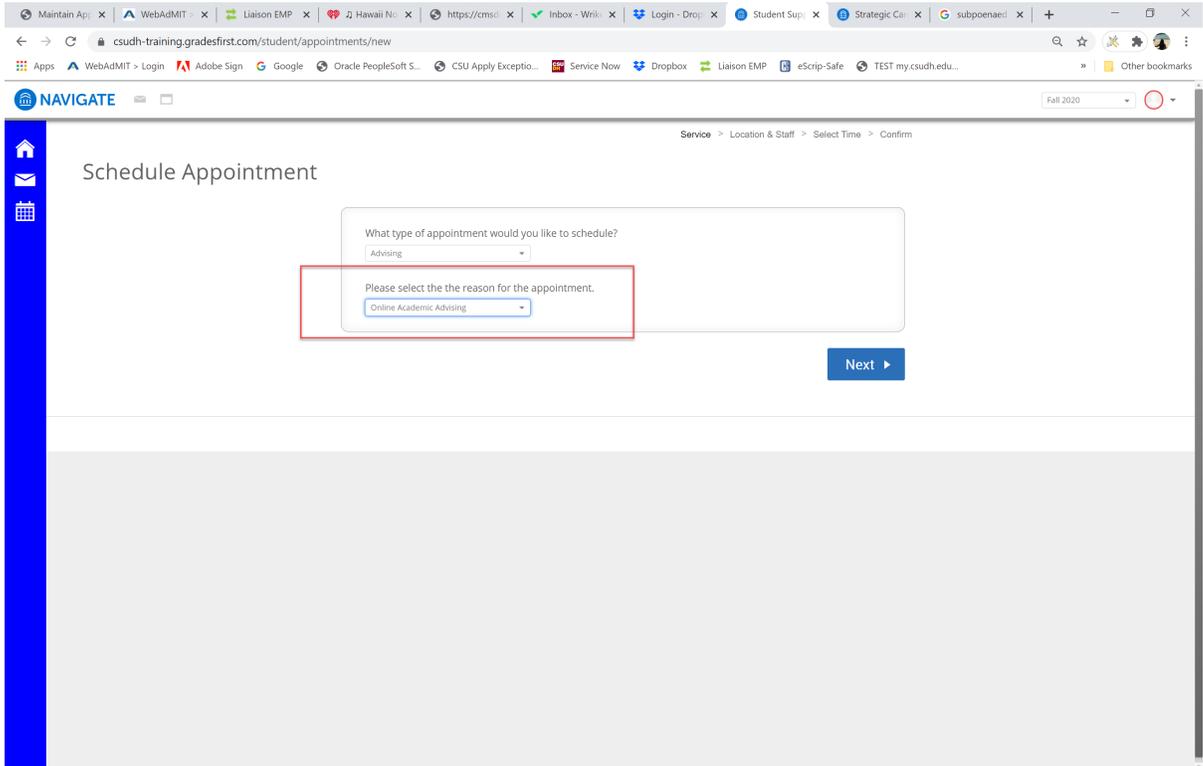
5. Student selects the location of the appointment.
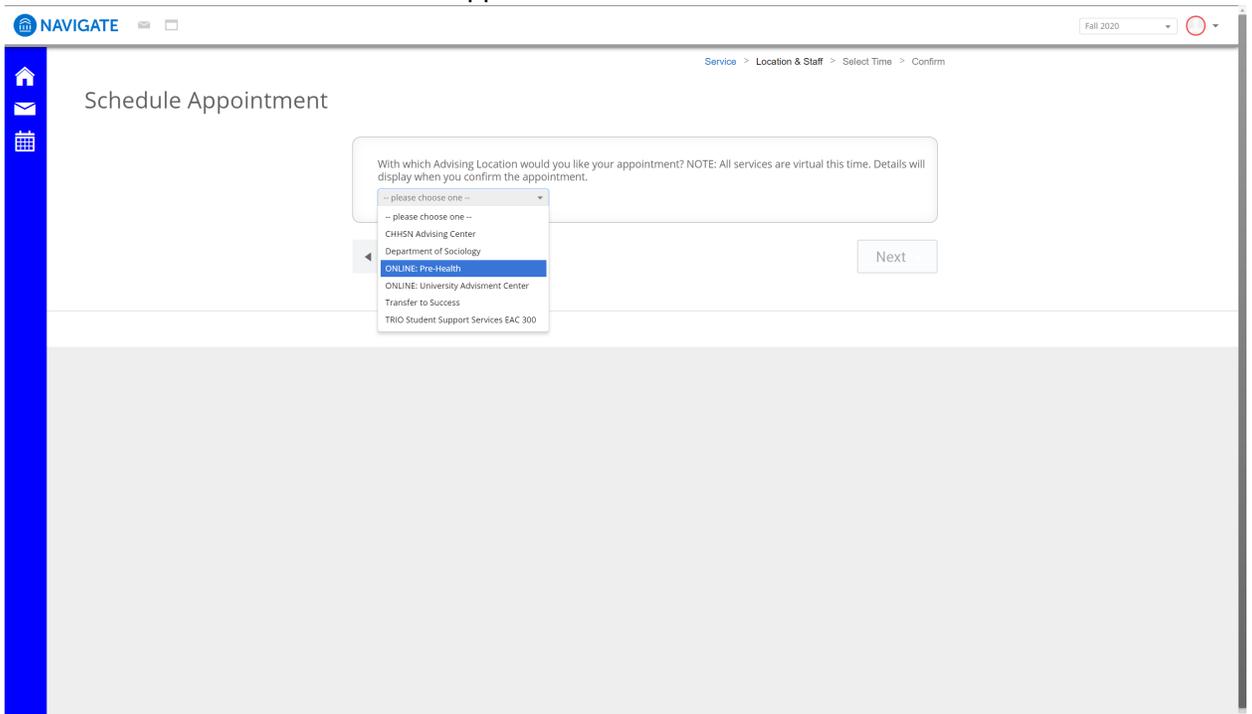
6. The student can leave this field blank (screenshot #1) and click Next if they don't have a preference.

If students click on the field, they will see a list of available advisors for the location to select from.
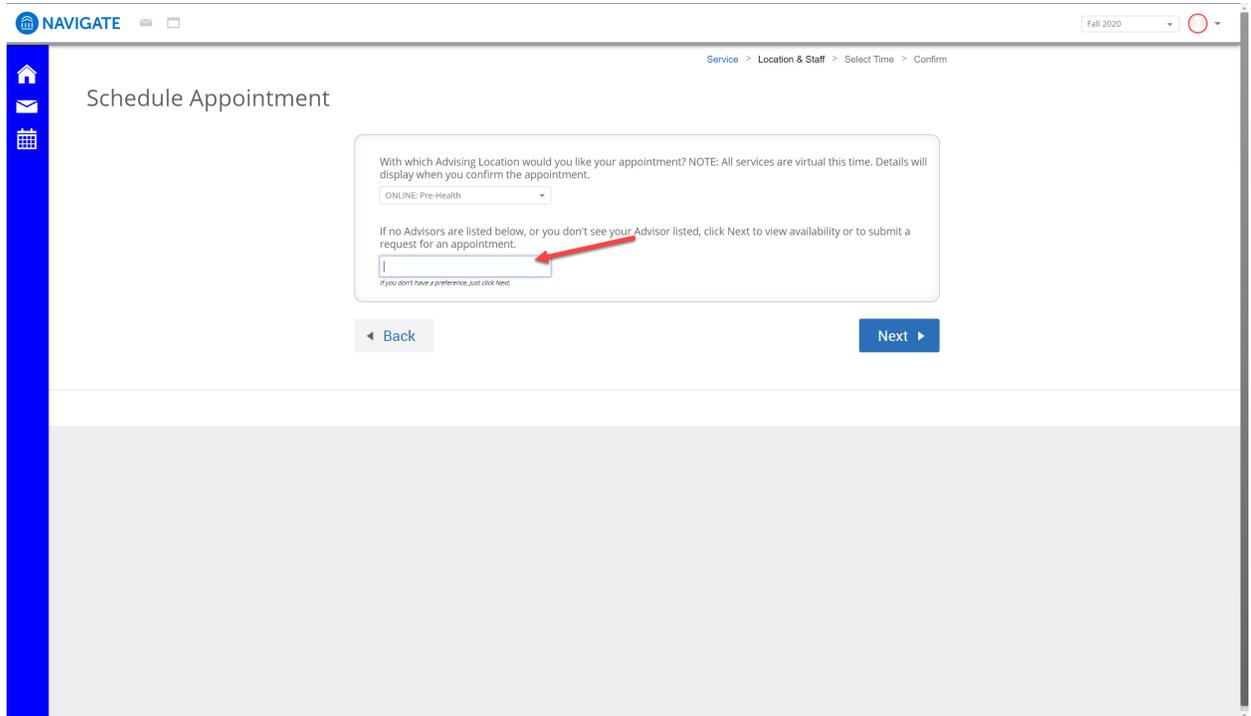
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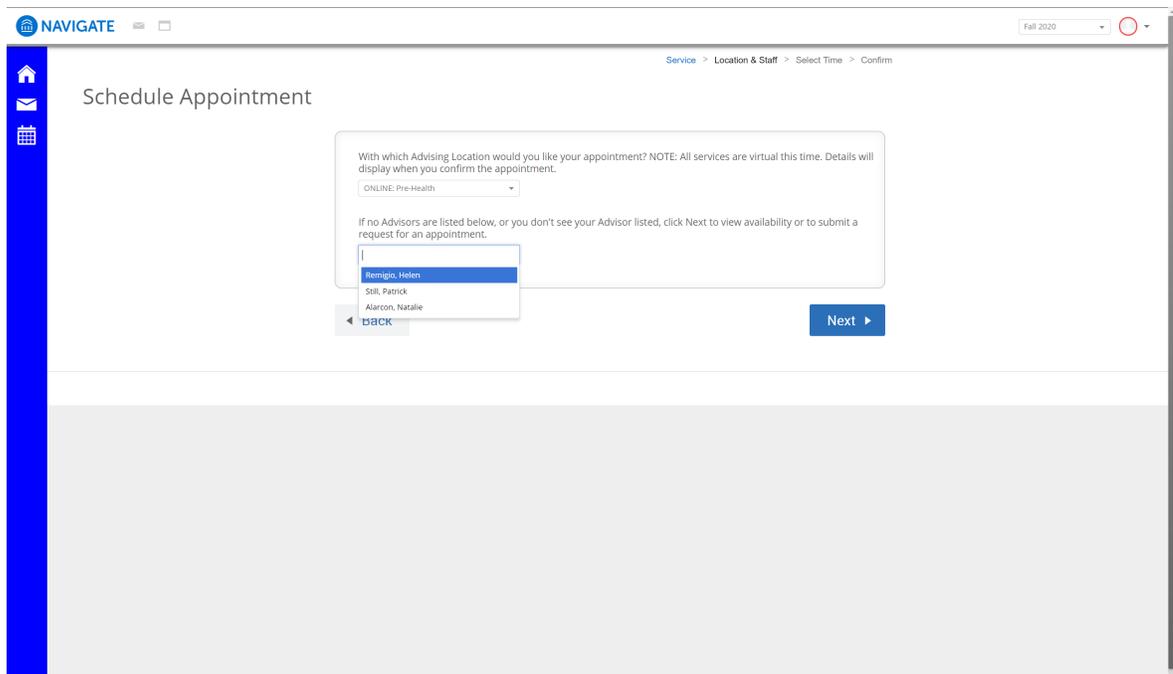
7. The window of the available times will now be displayed.
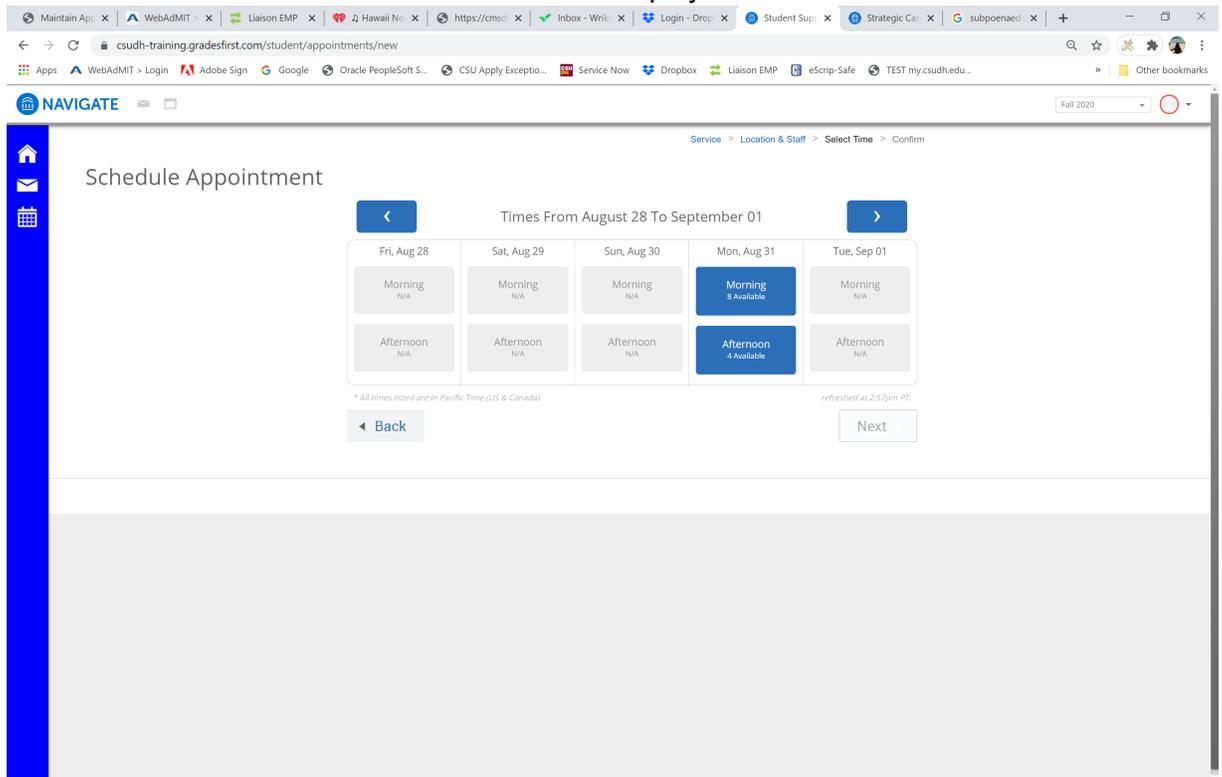
8. Student will click on one of the blue boxes and the system will now display the available times the student can choose from.

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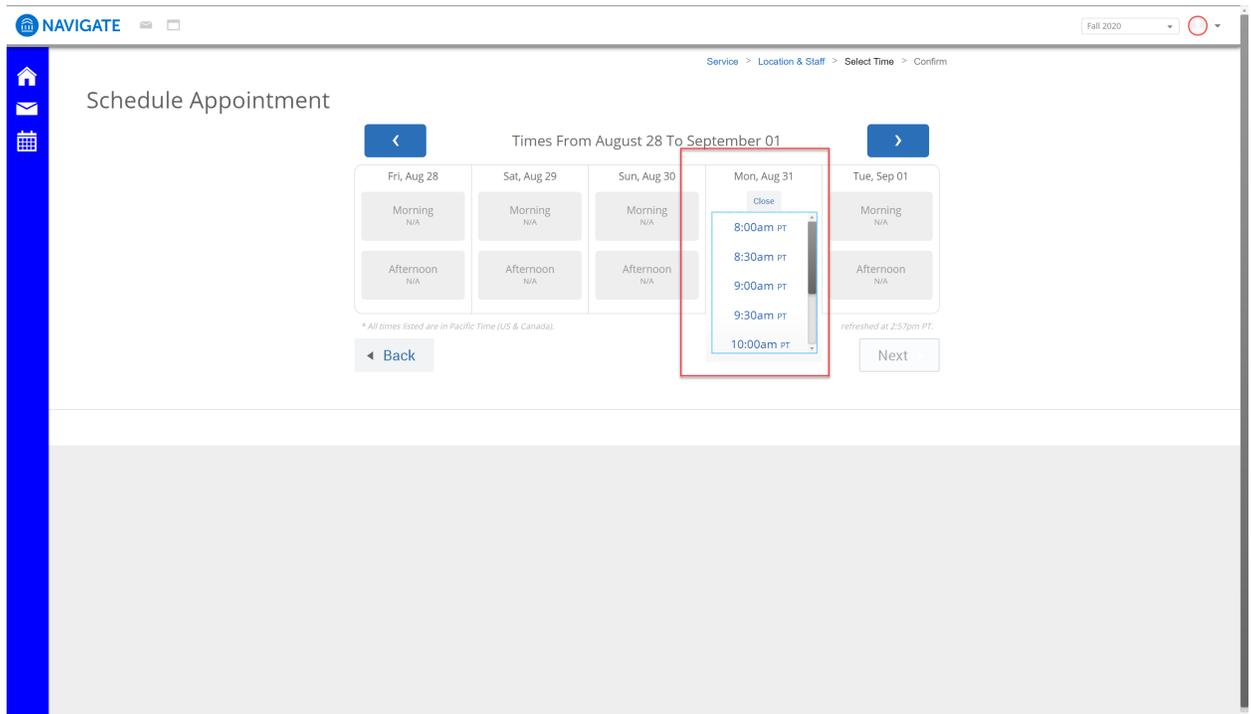
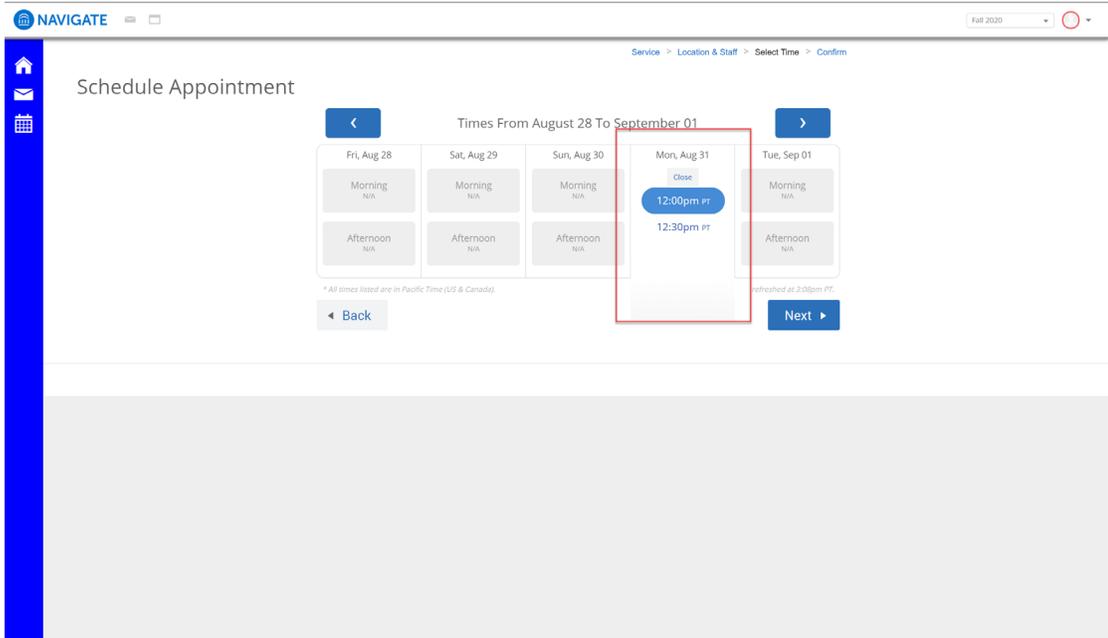9. Student selects the time and clicks Next.

10. After making all their selections, the student will see a confirmation page with the details of their appointment. In addition, it will include additional details for the student (usually instructions and the zoom link for the appointment). They have the option to use the 'Comments' box to leave a note for the staff member about what they are hoping to discuss in the appointment. The student will also have two options for receiving a reminder about the appointment; they can opt in or out of receiving an email and/or text message about the appointment. Lastly, the student clicks 'Confirm Appointment'.
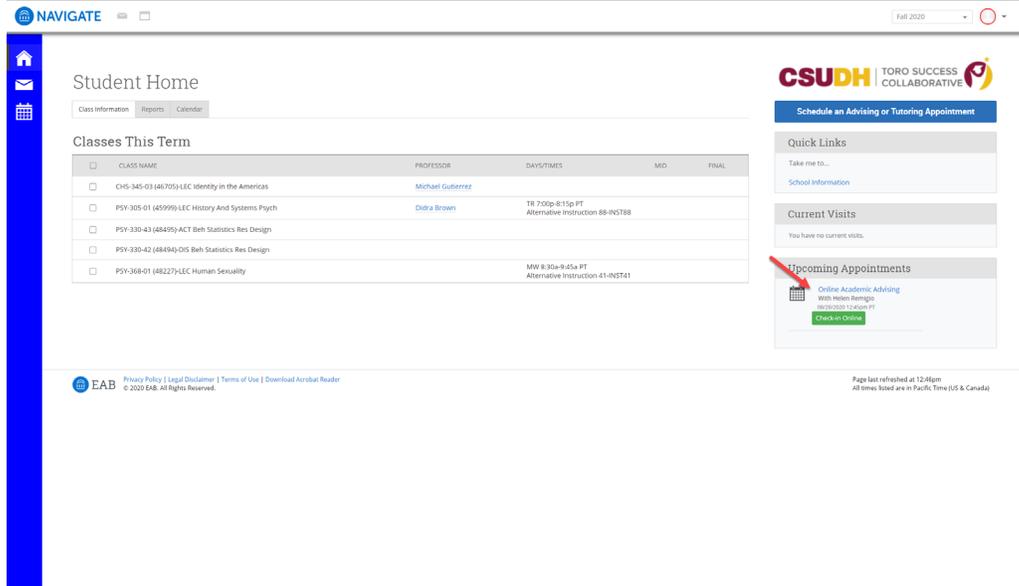
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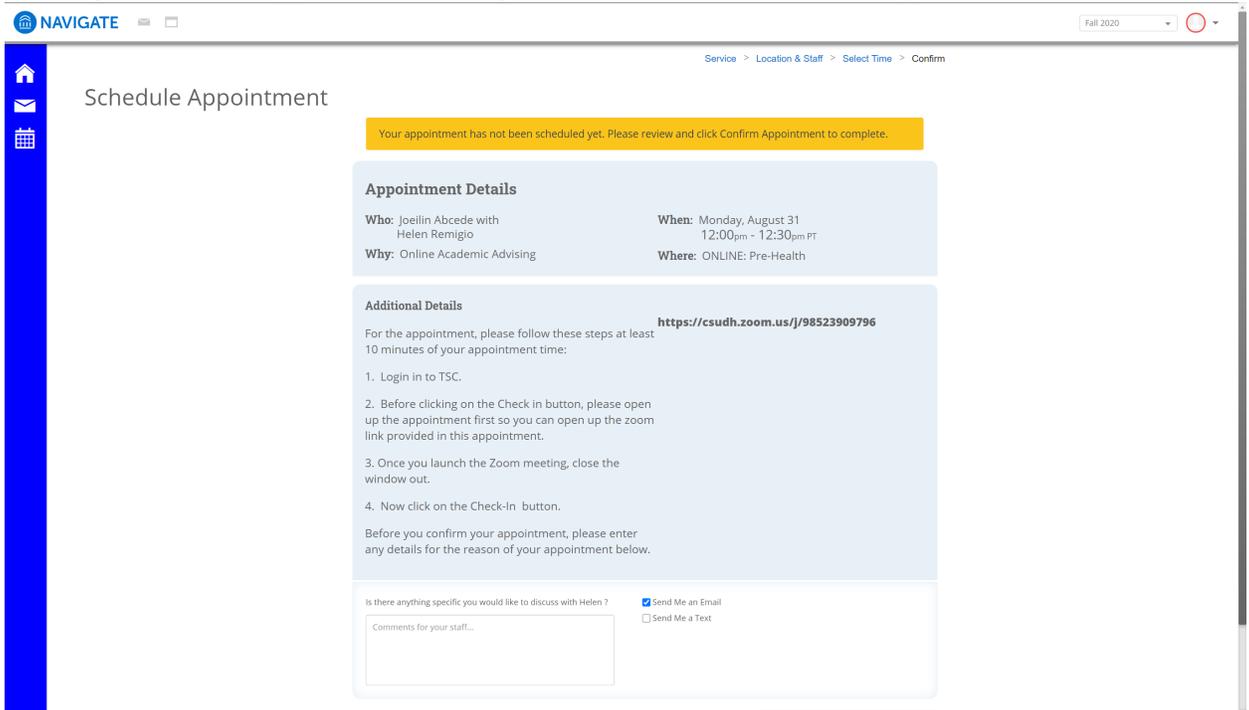
11. The student must click Confirm Appointment to complete this appointment scheduling. If the student does not click on the Confirm Appointment button, the appointment will not be saved.

12. Once it's confirmed, the student will be displayed with a confirmation message. An email will also be sent to the student.
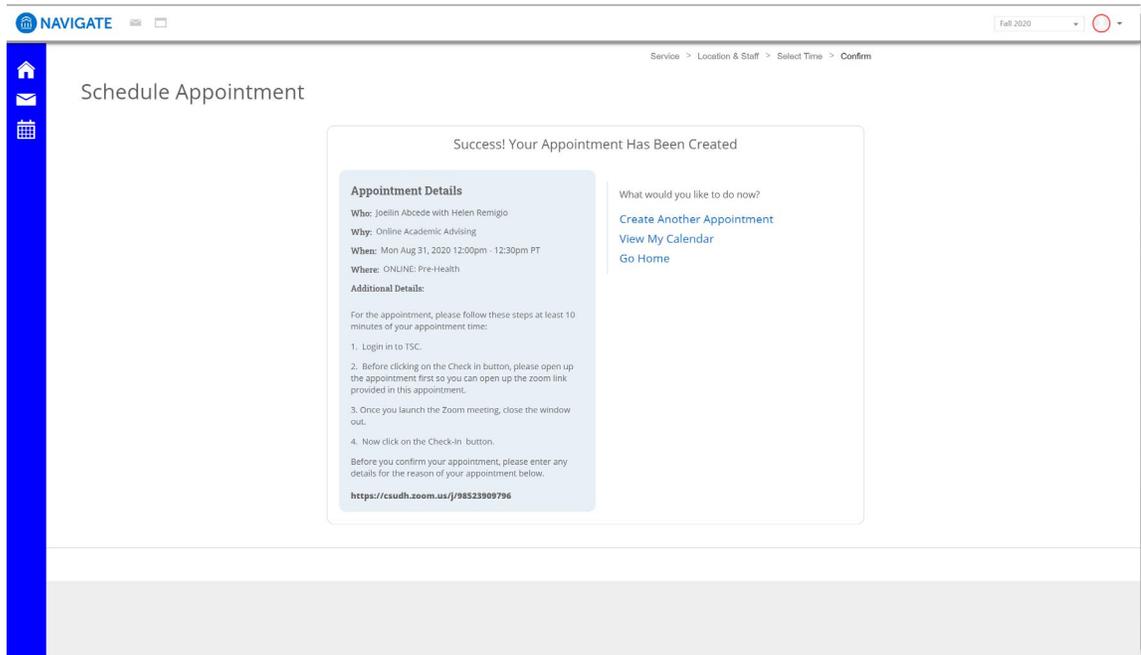
13. On the day of appointment, student will login to TSC and they will see their appointment on their Home page in the Upcoming Appointments section. They will click **first** on the appointment before Checking in so they can launch their Zoom link provided to them first. After Zoom link is launched, close the appointment out by clicking on the X at the upper right hand corner of the box.
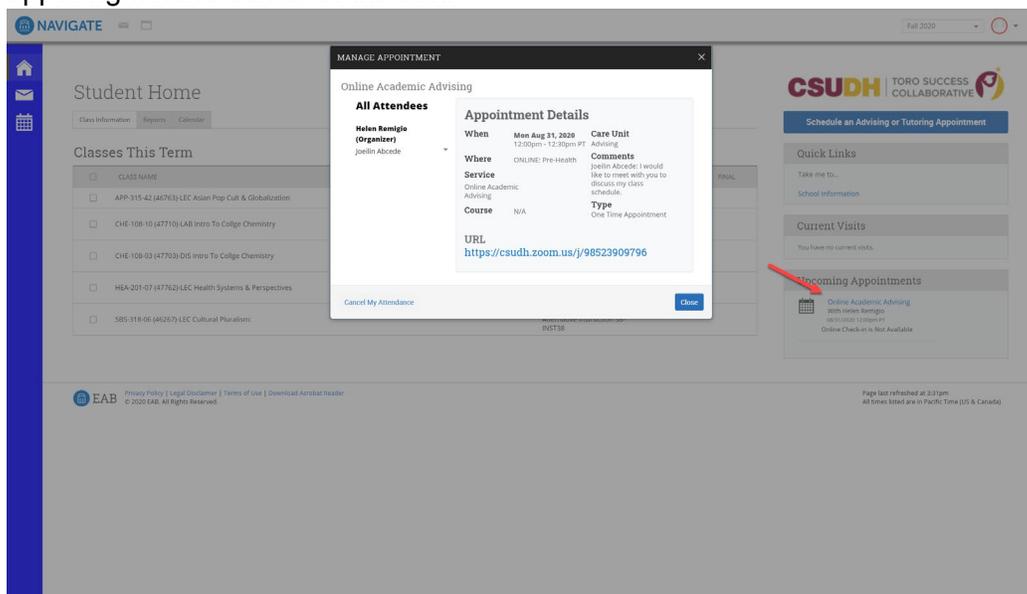
14. The student can now check in by clicking on the green Check-in Online button. (Note: this button will become active 15 minutes before their scheduled appointment).

15. Once student is checked-in, they will appear in the advisor's appointment queue.