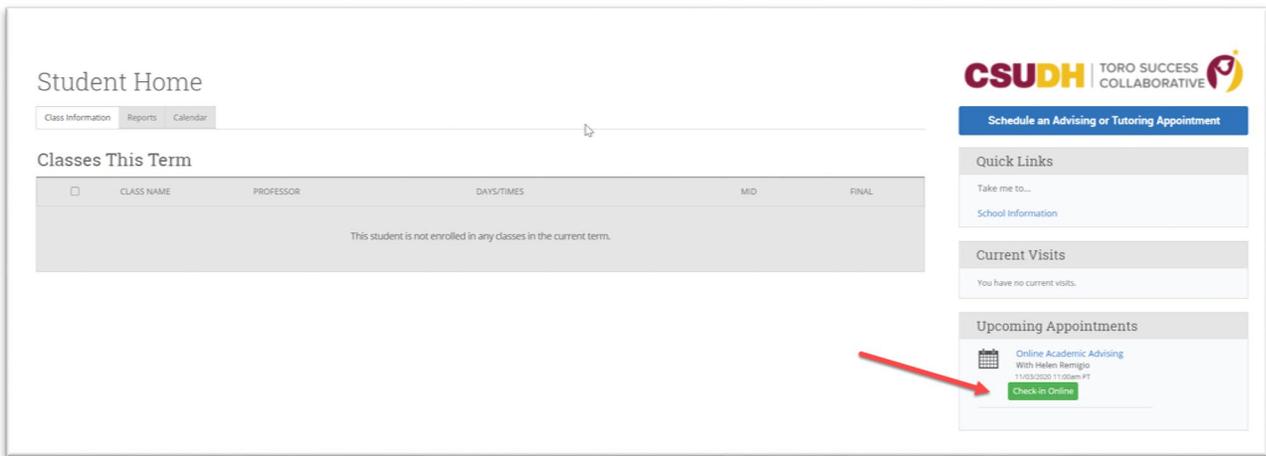
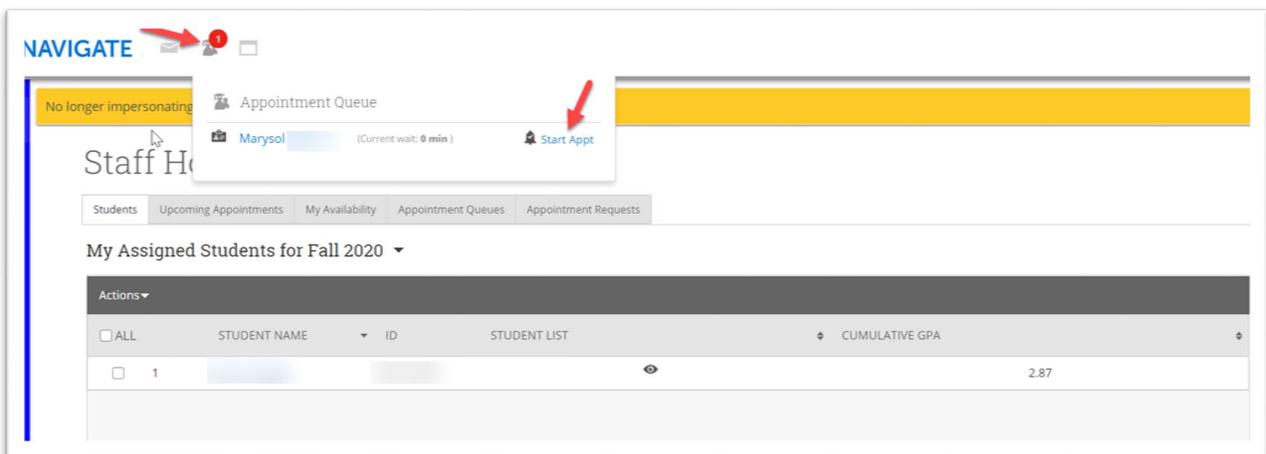


## Virtual Check-in/Check-out

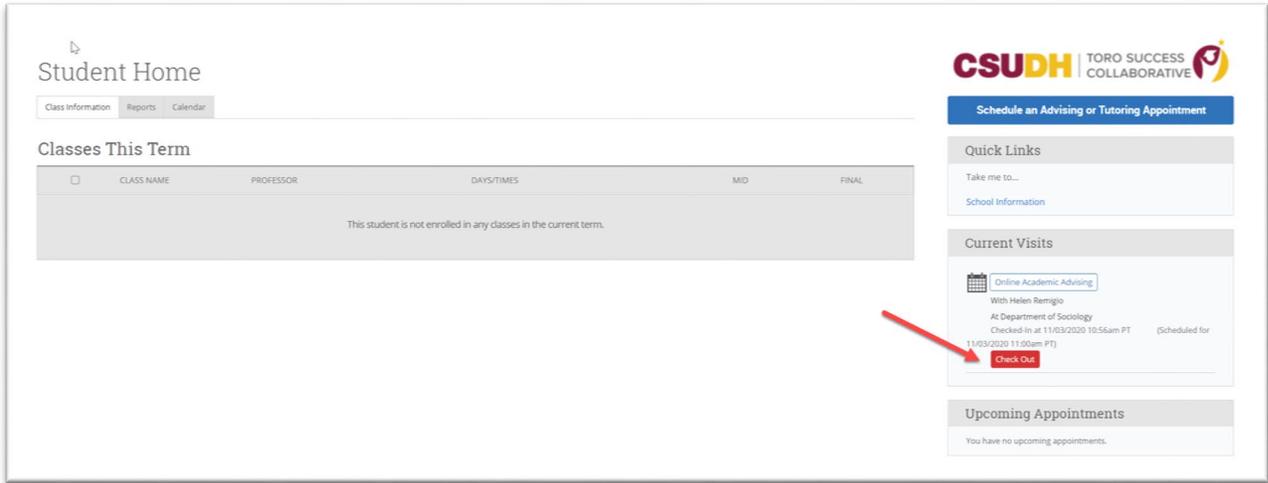
When a location is setup for this feature, the virtual check-in/check-out will allow the student to check in to their scheduled appointment in TSC. Scheduled appointments are visible on the Student Home page (in the Upcoming Appointments section). The student will see a new button (**Check-in Online**) that goes along with the appointment. The button will appear on the day of the appointment from midnight until the scheduled end time of that appointment.



Once the student clicks on the **Check-in Online** button, they will now be in the Advisor's appointment queue. The screenshot below is what will be displayed on the Advisor's home page. When the advisor is ready to start the appointment with the student, they would click on Start Appt link. It's at this time the appointment summary report will open and be displayed for advisors to enter the appointment report.



Once the appointment has ended, the student can Check-out from their student home page by clicking the Check Out button from the Current Visits section.



The advisor can also check-out the student from the appointment summary report when they have it open. If advisors choose to check-out the student from the appointment report, make sure to input the Check-out time before you **Save**.

