

## **Step-by-Step Guide**

### **Checking a Student in for an Appointment**

Start in 'Appointment Center'

1. Navigate to '**Scheduled Appointments**'
2. Select box next to student checking in for their appointment
3. From the **Actions** menu, select **Check In**
4. If the student is a 'No Show' – the advisor should select **Mark No-Show** and enter relevant information into the report.

Tip: Students that miss an appointment may receive an email which is documented in the report. Below is an example:

Hi (Name):

I'm sorry I missed you today for our appointment which was scheduled at (time) on (date). Please feel free to call us at 303-315-xxxx to reschedule our appointment. I hope to see you soon!

(Your Name)