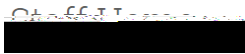


# Appointments

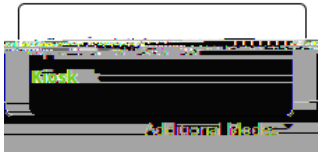
Appointment center allows users, such as front desk staff, to schedule appointments for students with individuals in their department.

Availability needs to be set up and calendar synced before an individual will show up properly in the appointment center. The location is set up in the individual availabilities. See this [handout on how to set availability and sync calendar](#).

1. Switch to Staff Home role (top-left)



2. Scroll to the bottom of the Staff Home page and at the bottom right corner click on "Additional Modes" drop down and then Appointment Center.



3. Choose the location of the individual (location based on availability settings).
4. Enter student ID number, name or UAOnline preferred email in the "enter Student Name" box.
5. Choose the date of appointment
6. The calendar will show all individuals with this location, you can search for a specific individual in this location in the "staff" box.
7. Compare student schedule with individual's (staff/instructor) availability and free meeting times.
8. Hover over the time that both individual and student are free.
9. Click on open space (not gray or busy for individual or student).
10. Select the service that will be provided during the appointment

## *Creating Appointments- Appointment Center, continued*

- . Choose how long the appointment will be
- . Comments: Staff/Instructor's O

