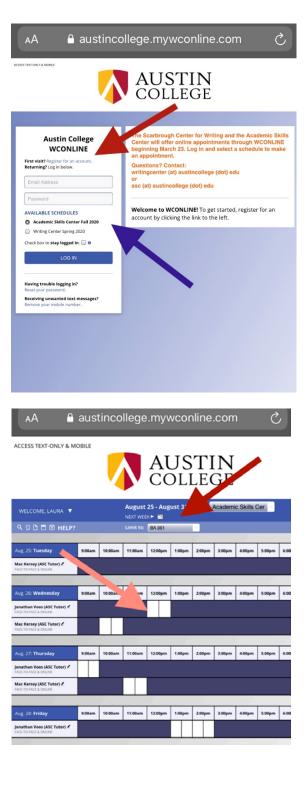
## **Online Appointment Instructions**

- 1. Register for an account (red arrow)
- 2. Select Academic Skills Center 2020 (purple arrow)



Choose course option (red arrow)

3. Select time/date, click box (pink arrow)

- 4. Select face-to-face or online option (red arrow)
- 5. Click blue button at bottom to "create appointment"

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**Create New Appointment** 

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Client sey, Laura (Iramsey@austincollege.edu) To select a different client, begin typing a name or email above and then select from the resulting list. Appointment Date Wednesday, August 26, 2020: 12:00pm • to 12:30pm • Show **REPEAT Options Staff or Resource** Jonathan Voos (ASC Tutor) (Academic Skills Center Fall 2020) APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length. LOCATION: Academic Skills Center Meet Tutor Online? O No. Meet face-to-face at the center. Yes. Schedule Online appointment. If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation." Appointment Focus\* BA 361 This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments** must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx. Notify Client? 0 File #1 **Document Title** (Choose File) no file selected No File #2 ocument Title Notify Client? 0 Choose File no file selected No File #3 ocument Title Notify Client? 0

## ADMINISTRATIVE OPTIONS

Choose File no file selected

Walk-In/Drop-In 🗌 | Missed 🗐 | Placeholder 🕒 e | Email Client? 00

No

CREATE APPOINTMENT

CLOSE WINDOW