

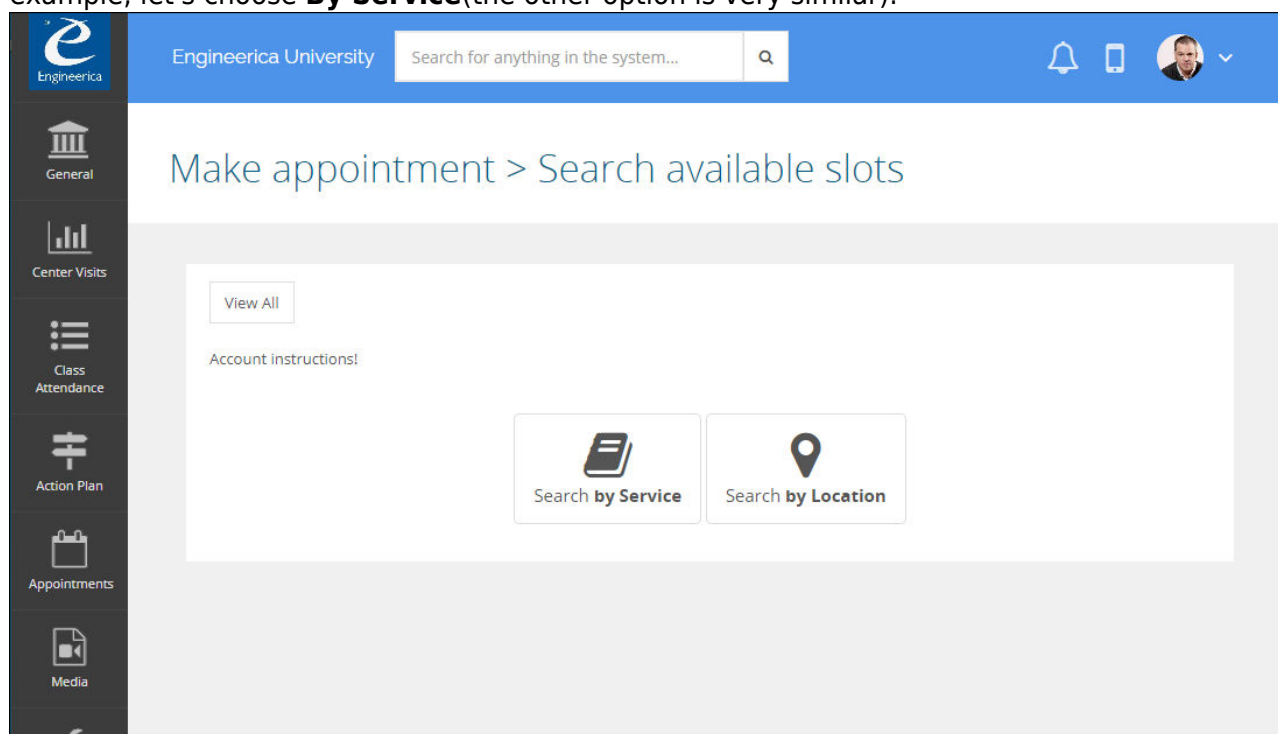


[Back to Student Manual](#) | [Previous: My Action Plan](#) | [Next: View All Appointments](#)

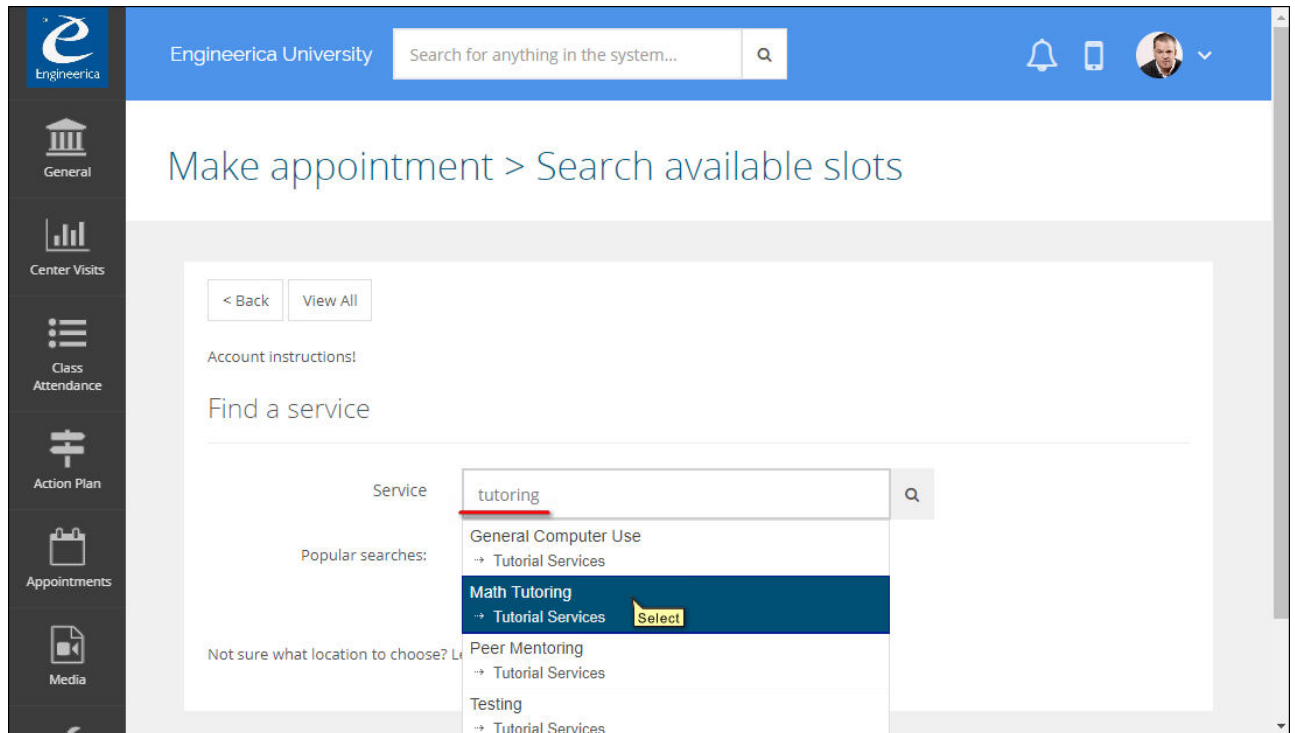
Make Appointment

Using this page students can schedule appointments. This process can also start from the **Campus Compass** too(see next chapters).

1. Start by choosing either the **Service** that you are interested in or the **Location** where the activities take place, now click search to find some staff available for an appointment. In this example, let's choose **By Service**(the other option is very similar).

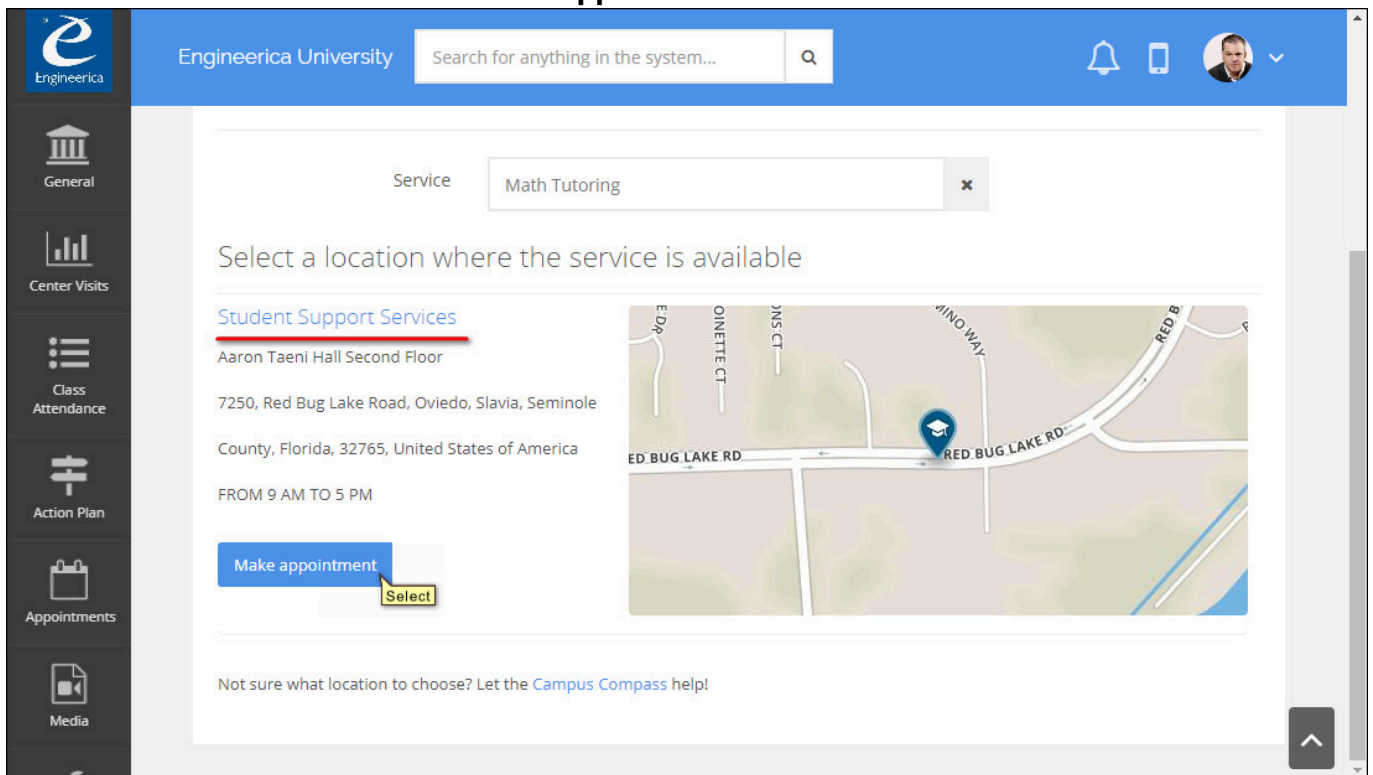


2. Next on the service selection-screen we can type for a text to search(such as the word "tutoring"), or we can click on the magnifying glass icon to see a list of **Services** that are available and select directly from there, in this sample, we are choosing to search all the services containing the word "Tutoring", as we type we can see the results and select, for this sample we choose "Math Tutoring".



- Now by scrolling down we can see all the available **Locations** which provide this service, their information contains their address and map information(if available).

Let's select one and then click the **Make Appointment** button.



- Now select the time-period or **Semester** (the dates you would like to make sure someone is available), and Service (if not pre-selected in the **Compass** or **Make Appointment** process above). Once the information is set then click either the **Search by Staff** or **Search by Date** button.

Engineerica University

Search for anything in the system...

< Back View All

Account instructions!

Location Student Support Services ([Change](#))

① Semester Spring 2020 [Select](#)
from 01/01/2020 to 05/30/2020

Period 05/19/2020 - 05/22/2020

② Services (optional) Math Tutoring
Type to search... [Add Service](#)

Event (optional) Type to search...

③ [Search by staff](#) [Search by date](#) [CLICK](#)

- This will bring up a list section of available staff for all those selections. Click on the name or image to create the appointment.

Pick staff

Cindy Bright

Paul Brown

- Once the staff member is chosen, their available time-slots will appear below them so we can pick one. This allows for selecting the appointment time that is best for us.

Engineerica University

Search for anything in the system...

Paul Brown

Tuesday 19 May 2020

9:30am 10:00am 10:30am 11:00am 11:30am 12:00pm 12:30pm 1:00pm 1:30pm 2:00pm 2:30pm 3:00pm 3:30pm
4:00pm 4:30pm

Wednesday 20 May 2020

9:30am 10:00am 10:30am 11:00am 11:30am 12:00pm 12:30pm 1:00pm 1:30pm 2:00pm 2:30pm 3:00pm 3:30pm
4:00pm 4:30pm

- A new page titled "Make Appointment" will load. Here you can add an appointment duration (check with the location individually to see which durations are allowed) and optionally you can provide notes for the staff member you will be working with.

The screenshot shows the 'Make Appointment' page in the Engineerica University system. The interface has a blue header with the university logo, name, and a search bar. A left sidebar contains navigation icons for General, Center Visits, Class Attendance, Action Plan, Appointments, Media, and Advanced Options. The main content area is divided into two sections: a top section for appointment details and a bottom section for details.

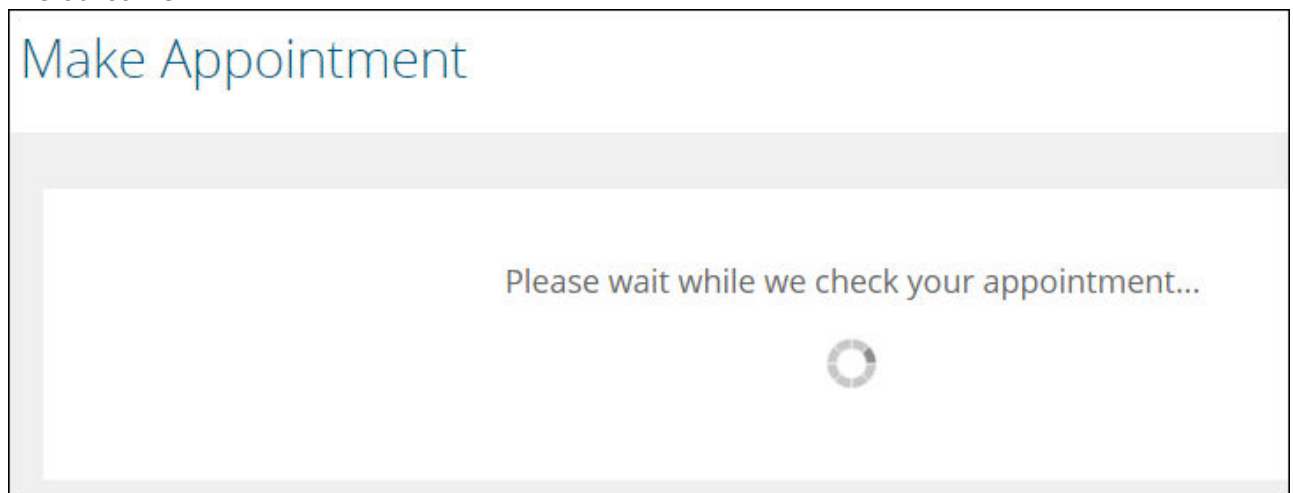
Appointment Details:

- Location: Student Support Services
- Semester: Spring 2020 (from 01/01/2020 to 05/30/2020)
- Date: 05/19/2020, 9:30am
- Duration: 840 mins.
- Staff Member: Paul Brown

Details:

- Services: Math Tutoring
- Course: None
- Notes: I need to meet all day long!

2. Once all this information is entered in you can now click the **Save** button to continue, or if you need to make changes, go back to the original page by clicking on Search available slots. This appointment scheduler now will process/validate the appointment and provide a message about the outcome.



Note: During the appointment validation you might see a red message appear, if this happens you will be able to see information related to what might have happened and how to correct the process, in this sample the error is related to the appointment length and you would have to select a shorter duration to fix it:

This appointment breaks the following rule(s)

- Only appointments from 9:30 AM to 5:00 PM are allowed.
- Appointments cannot last more than 60 minute(s).

[Check again and save](#) [Search available slots](#)

[Cancel](#)

Upon completion, a teal confirmation message will display and the appointment date, time, and duration for the appointment you just made will appear on the “View All” page for future editing or as a reference.

Engineerica University Search for anything in the system...

Appointments

Create New

Show future only

✓ Donald Duck on 5/19 9:30am (60mins)
[Active](#) | [Paul Brown](#) | [Student Support Services](#) | Math Tutoring

View More Actions

Making Appointment through the Campus Compass

As explained above you can also create appointments by using Campus Compass, go to General→ Campus Compass and choose from the list of Categories, in this sample we choose “I need help with Academic Advising”:

Campus Compass

Select Category



I need help paying for my education.

Finding the information you need in order to line up the finances necessary to attend college is challenging. Let us help!



I need help with Academic Advising.

Academic Advising encompasses a comprehensive support network of faculty advisors, professional staff, peer leaders and other administrative staff. The central mission is to empower students with the necessary information, resources and support to explore a full range of opportunities for academic achievement and personal fulfillment and the realization of their highest potential.



I feel stressed out!

If you're feeling overwhelmed or just want somewhere to talk it all out, the Counseling Center can help.



I need help choosing a career!

Let our career Services provide to you exceptional service in all aspects of your career development.

Now you can see the Services associated to the Category you selected, choose one, in this sample, we select "Academic Progress Assistance" .

Campus Compass > I need help with Academic Advising.



Academic Advising encompasses a comprehensive support network of faculty advisors, professional staff, peer leaders and other administrative staff. The central mission is to empower students with the necessary information, resources and support to explore a full range of opportunities for academic achievement and personal fulfillment and the realization of their highest potential.

Available Services

Course Selection

Choosing courses each semester so that you reach graduation with all the necessary credits can be a challenge. Let us help you plan your semester.

[View Locations](#)

Change of Major

Changing your mind about which major is right for you is common. Let us help you through this process!

[View Locations](#)

Graduation Audit

If you are getting close to your graduation date, be sure to have your credits and courses reviewed. We will help you determine that you will graduate as planned!

[View Locations](#)

Academic Progress Assistance

The University expects you to maintain a cumulative Grade Point Average (GPA) of at least 2.0, which is a C average. Let us help you exceed that expectation!

[View Locations](#)

Now you can see all locations where this Service is available, choose the one you like, in this sample we choose "Academic Advising" and click "Make Appointment".

Campus Compass > I need help with Academic Advising. > Change of Major



Academic Advising encompasses a comprehensive support network of faculty advisors, professional staff, peer leaders and other administrative staff. The central mission is to empower students with the necessary information, resources and support to explore a full range of opportunities for academic achievement and personal fulfillment and the realization of their highest potential.

Changing your mind about which major is right for you is common. Let us help you through this process!

Locations where this service is available

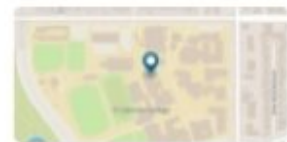
One Stop

Overland Road, Boise City, Ada County, Idaho, 83709, United States of America

[Make appointment](#)[View walk-in times](#)[Send e-mail](#)

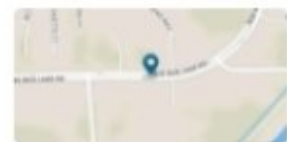
Academic Advising

ATM - Schools First Credit Union, Manhattan Beach Boulevard, La Brea, Alondra Park, Los Angeles County, California, 90504, United States of America

[Make appointment](#)[View walk-in times](#)[Visit web site](#)[Send e-mail](#)

General Ed Academic Advising

7250, Red Bug Lake Road, Oviedo, Slavia, Seminole County, Florida, 32765, United States of America

[Make appointment](#)[View walk-in times](#)[Visit web site](#)[Send e-mail](#)

Now we proceed to make the selection and schedule the appointment the same way as we explained in the previous chapter:

Make Appointment - Search Available Slots

< Back

Create Manually

View All

Test Instructions for the Account Level Appointments

Location

Academic Advising [\(Change\)](#)

Semester

202030 (Summer 2020) ▼

from 05/20/2019 to 09/30/2020

Period

09/24/2020 - 09/27/2020

Student

Type to search... 🔍

Service

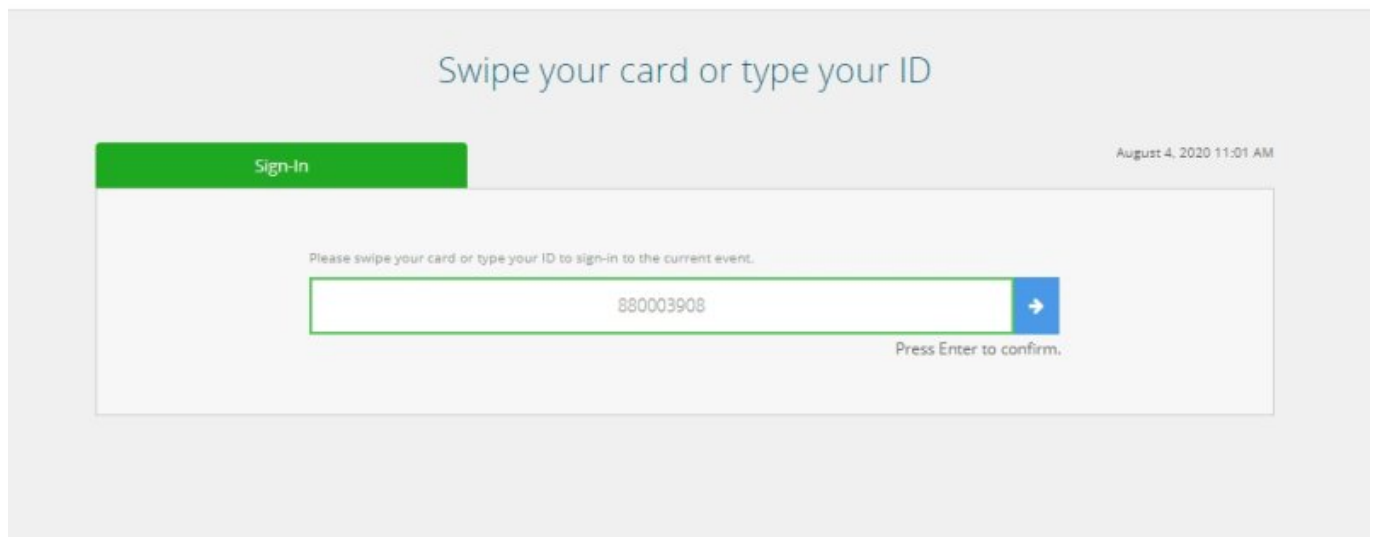
Change of Major ✕

Search by staff

Search by date

Joining an Appointment

Using a Physical Sign-in Station. Please proceed to the Center Sign-in Station at the time of the appointment, after using your credentials [AccuCampus](#) would recognize that your appointment is about to start and you should get a confirmation message on the screen as you see below:



When you finish your session you can sign-out using the same Station, type in your credentials as shown, a confirmation message should appear:



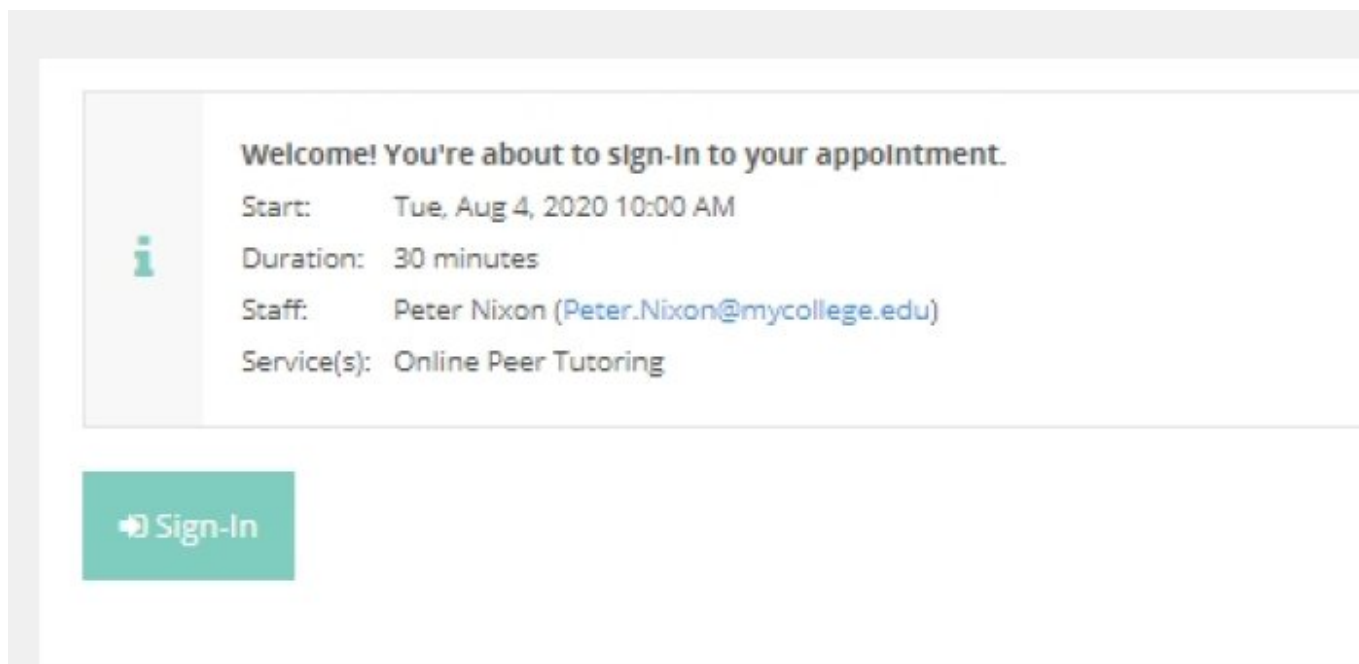
Using a Virtual Link for an Online Appointment.

There are 2 ways to access a virtual appointment.

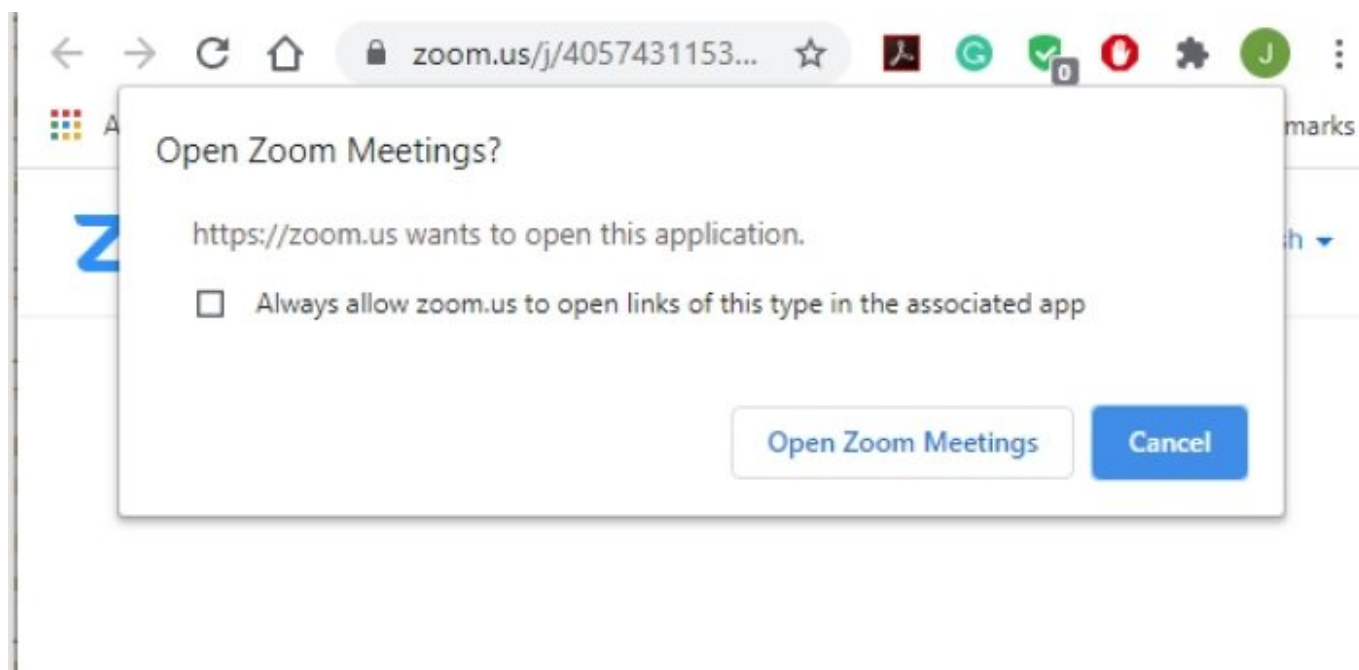
1-If this is a virtual appointment you should have received a message containing a link so you can use it to join the appointment, the link should look similar to this highlighted URL:

JorgeAngel, your appointment at the "Tutoring and Learning Center" is confirmed for 08/04/2020 11:00:00 AM. Peter looks forward to working with you ! Please notice this is an Online Appointment, you need to click here just before your appointment time:
<https://accucampus.net/443/virtualsignin/appointment?id=e525ec7a-9631-432f-a8db-ac0d00f5568d>

Click on the link, notice you might need to sign-in to [AccuCampus](#) first:
Now click "Join" to enter the session:

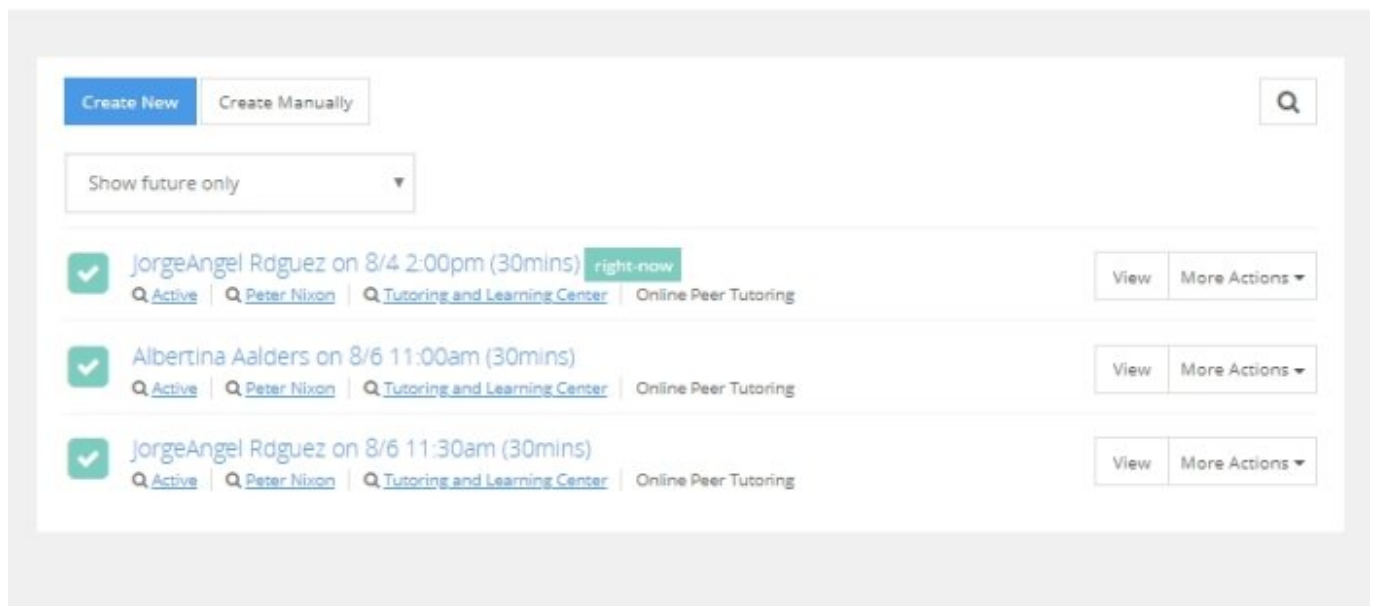


Now it will redirect to the streaming platform configured to have the session.



2-Go to Appointments→ View All:

Appointments

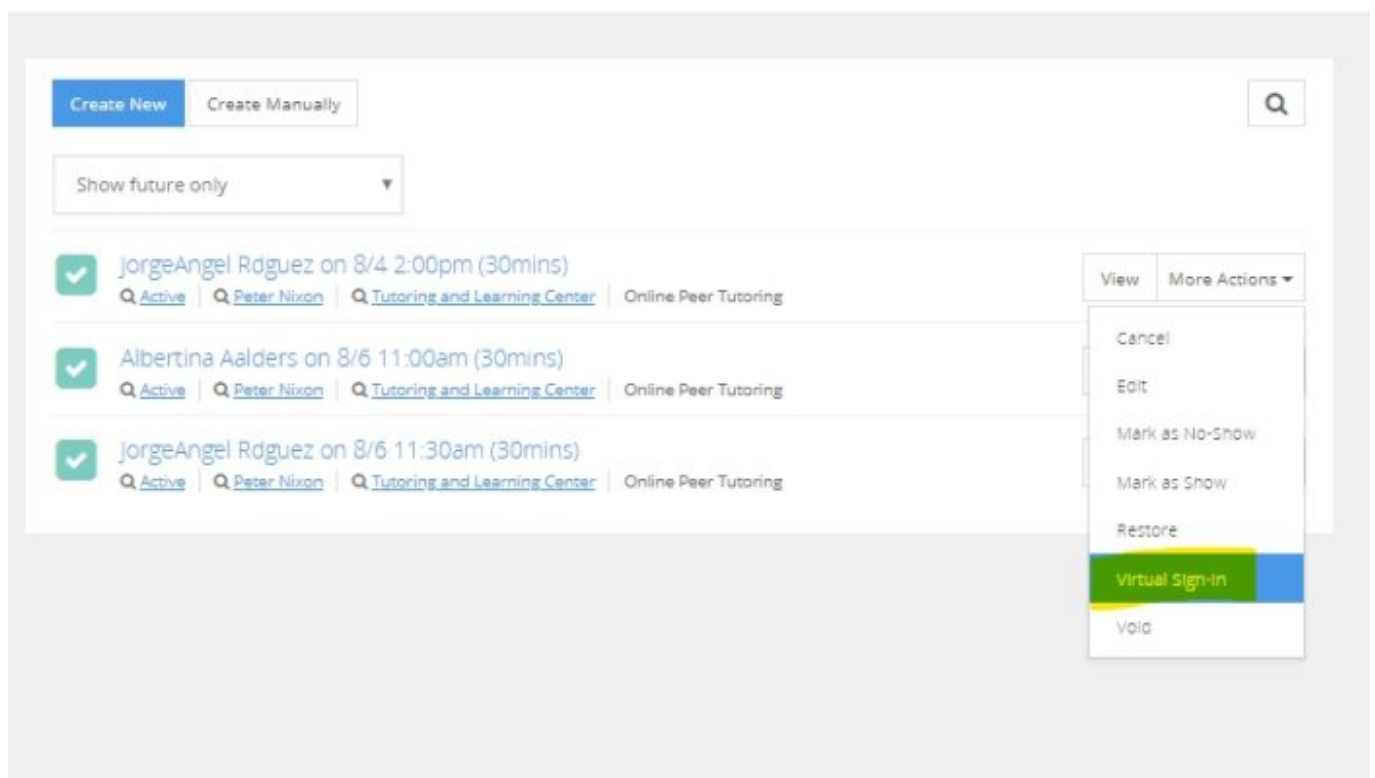


The screenshot shows the 'Appointments' page with a search bar and filters. The 'Show future only' filter is selected. The list of appointments includes:

- ☒ JorgeAngel Rdguez on 8/4 2:00pm (30mins) right now View More Actions
[Active](#) | [Peter Nixon](#) | [Tutoring and Learning Center](#) | Online Peer Tutoring
- ☒ Albertina Aalders on 8/6 11:00am (30mins) View More Actions
[Active](#) | [Peter Nixon](#) | [Tutoring and Learning Center](#) | Online Peer Tutoring
- ☒ JorgeAngel Rdguez on 8/6 11:30am (30mins) View More Actions
[Active](#) | [Peter Nixon](#) | [Tutoring and Learning Center](#) | Online Peer Tutoring

Search for the right appointment in the list and click More Actions-> Virtual Sign-in:


Appointments



The screenshot shows the 'Appointments' page with the 'More Actions' dropdown menu open for the first appointment. The menu options are:

- Cancel
- Edit
- Mark as No-Show
- Mark as Show
- Restore
- Virtual Sign-in**
- Void

Click on the link, notice you might need to sign-in to [AccuCampus](#) first:
Now click "Join" to enter the session:




Welcome! You're about to sign-in to your appointment.

Start: Tue, Aug 4, 2020 10:00 AM

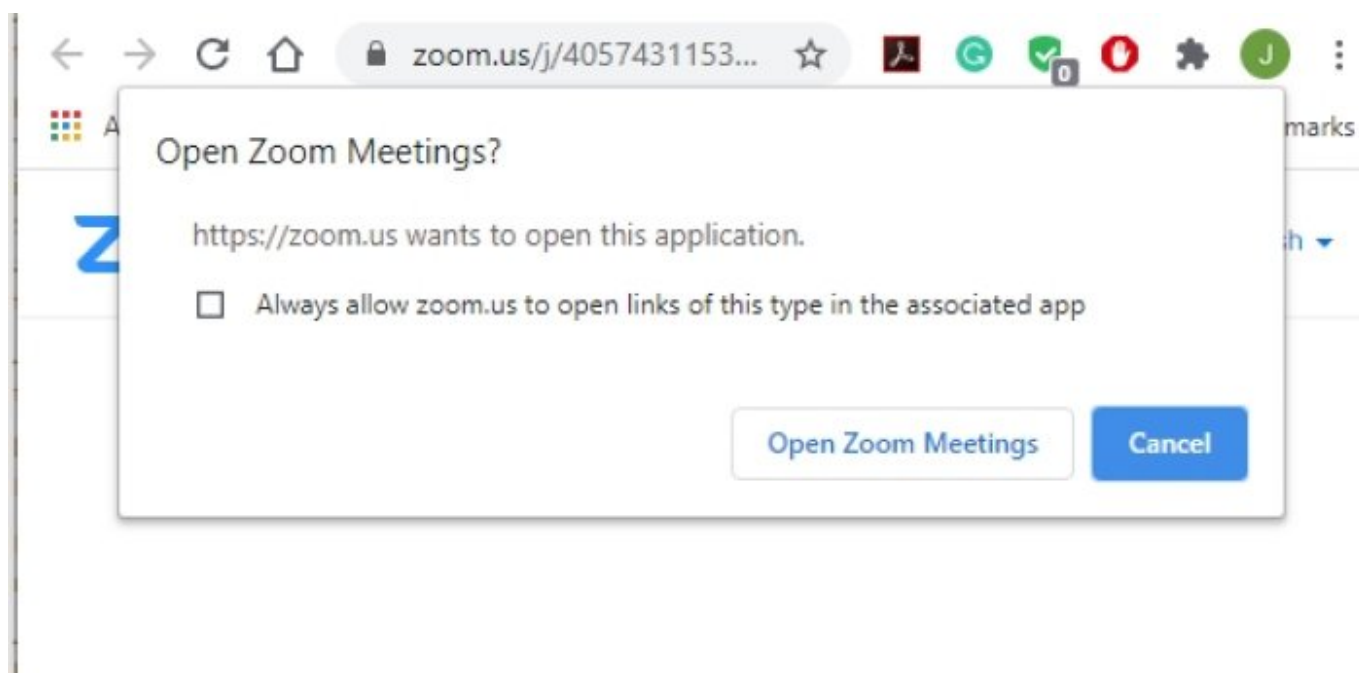
Duration: 30 minutes

Staff: Peter Nixon (Peter.Nixon@mycollege.edu)

Service(s): Online Peer Tutoring



Now it will redirect to whatever streaming platform is configured to perform the session.



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Last update: **2020/11/25 09:22**

