

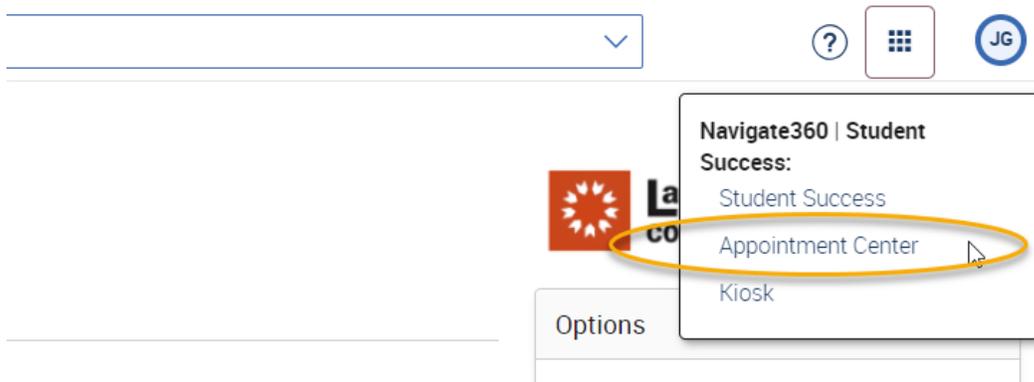
How to record office visits

There are 3 ways to record drop-in office visits

- 1) **Record visit** - good for offices that want to get basic counts of student traffic
- 2) **Kiosk** - good for offices that want to get basic counts of office traffic AND have an outward facing computer or iPad and want students to check themselves in
- 3) **Ad hoc Appointment Reports** - good for offices that want more detailed tracking of student visits and want to record notes

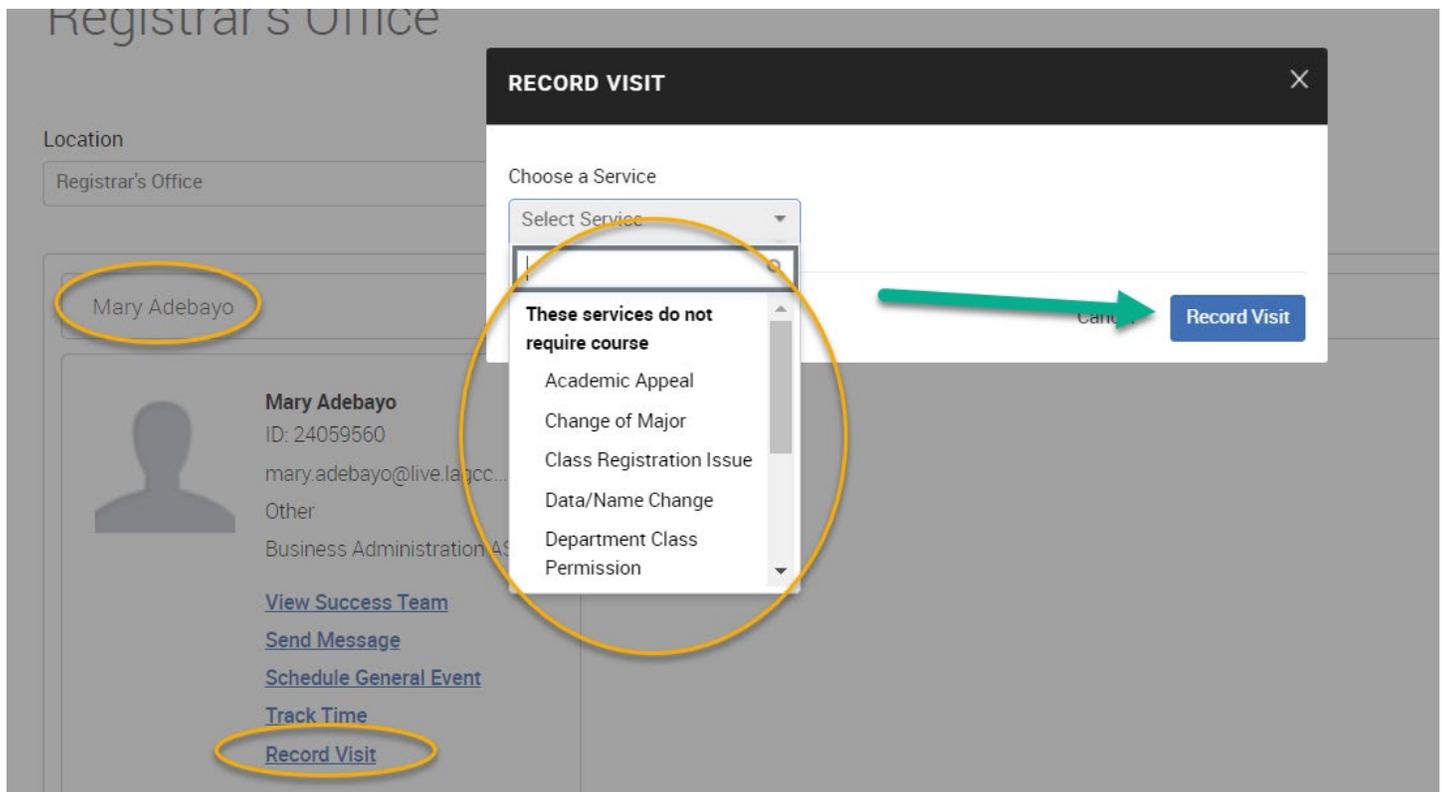
1. **To record a visit using the Appointment Center** (good for offices that want to get basic counts of student traffic)

Open Appointment Center and choose your location



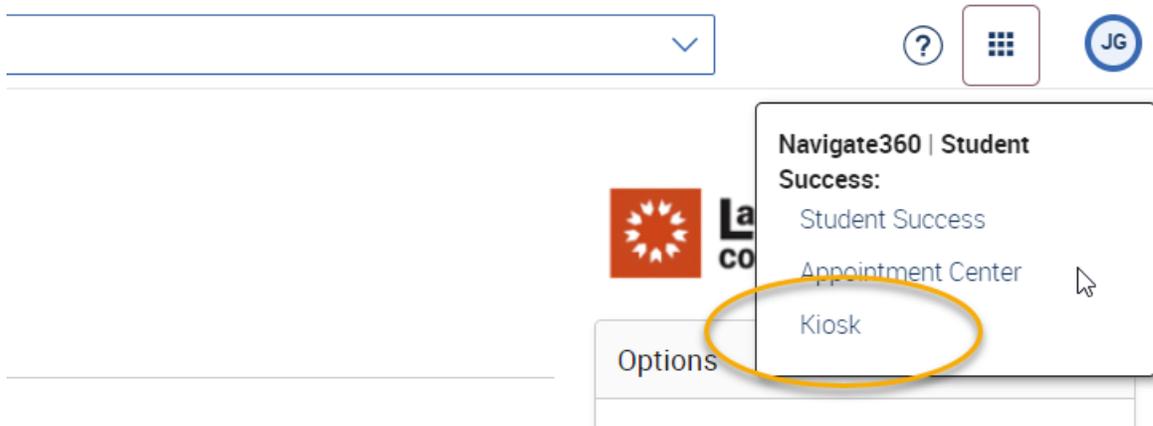
Enter a student EMPLID or name to pull up the student, then select Record Visit, pick the Service, and then "Record Visit"

- You can only pick one Service per student visit
- Record visit is good for offices that want to get basic counts of office traffic



2. **To record a visit using the Kiosk** (good for offices that want to get basic counts of office traffic AND have an outward facing computer or iPad and want students to check themselves in)

Open Kiosk and choose your location



My location is
Reading Lab

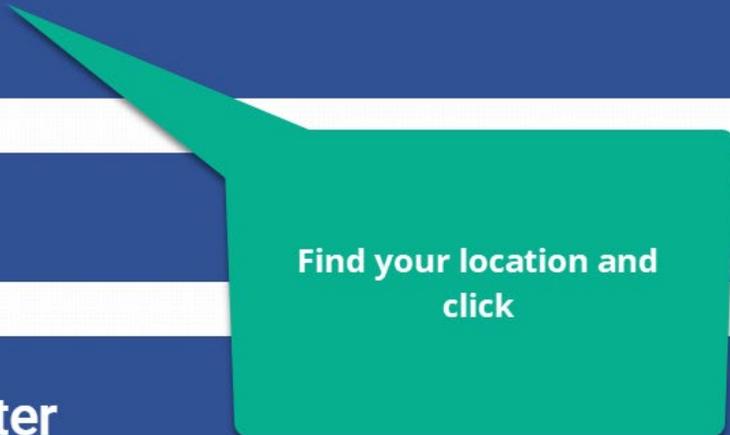
My location is
Registrar's Office

My location is
Registration Lab

My location is
Science Study Center

My location is
Social Sciences

Scroll for more options



Next page...

Select All Available Services or pick only one

Important – if your office has many services for internal tracking, offering All Available Services for student check-in may not be a good idea. If you check All Available Services, once a student has entered their EMPLID, they will self-select the Service.

If you choose to offer only one service, once the student enters their EMPLID the visit is recorded and the screen refreshes to allow another student to sign in.

I want this kiosk to offer

All Available Services

I want this kiosk to offer only

Drop-in - Registrar

I want this kiosk to offer only

Academic Appeal

I want this kiosk to offer only

Change of Major

I want this kiosk to offer only

Class Registration Issue

Welcome to

Registrar's Office

Please swipe your card or sign in with your student ID

|

Submit

Student types in EMPLID and selects Submit and then the screen refreshes for the next student

- To record a visit using an Appointment Report** (good for offices that want more detailed tracking of student visits and want to record notes)

Type in an EMPLID or Name in the top User Search Box. Once viewing a Student Profile, go to Options → Report on Appointment

Options

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)

Select your Care Unit and Location, and complete a report

Appointment Details

Care Unit
Enrollment

Location
Student Information Center (SIC)

Service
SIC - ENROLLMENT NEXT STEPS
SIC - RESOURCES & REFERRALS
Select Service

Course
Start typing to search all courses

Meeting Type
IN-PERSON
Select Meeting Type

Date of visit
07/02/2024

Summary Details For Juan Acosta

Appointment Summary

Paragraph B I Document was last saved: Just now

Enter notes here

Attach Attach Choose

POWERED BY

End Time is no

Cancel Save this Report

An Appointment Report allows you to select multiple services and enter notes which are saved in Student History