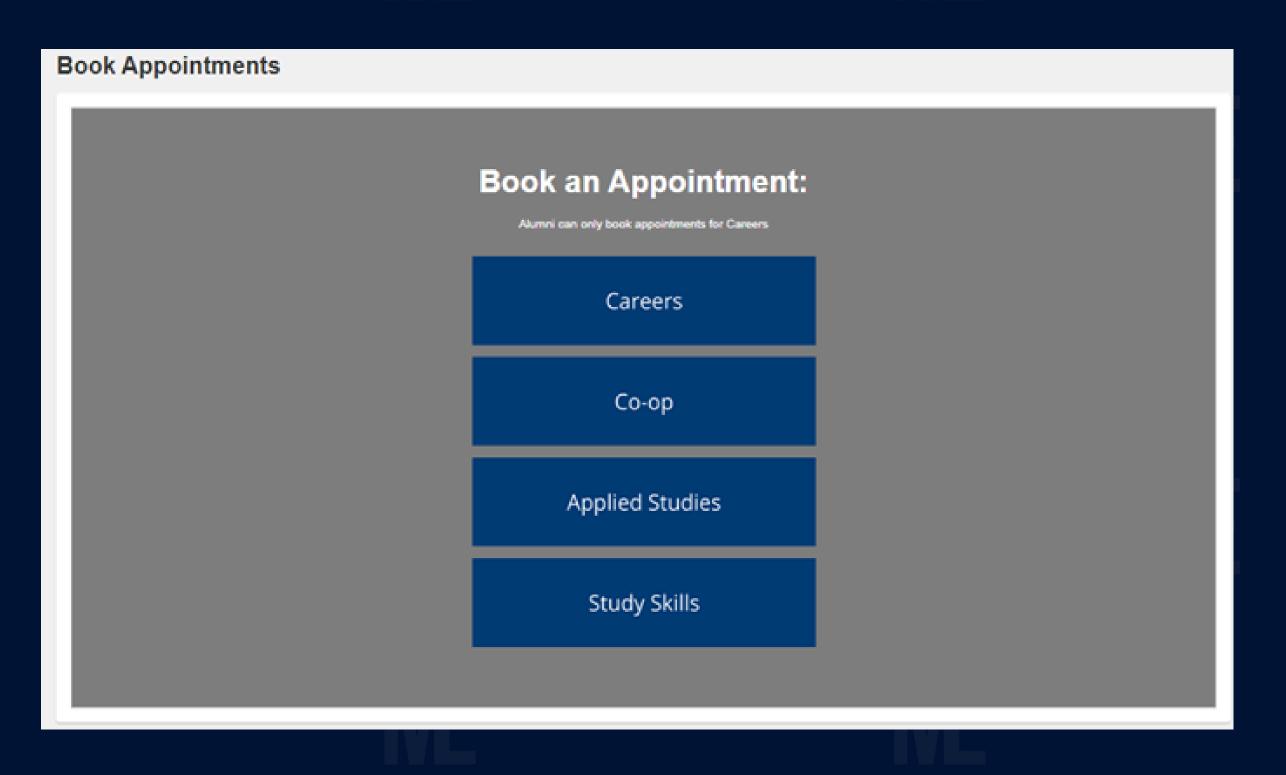
BOOKING APPOINTMENTS



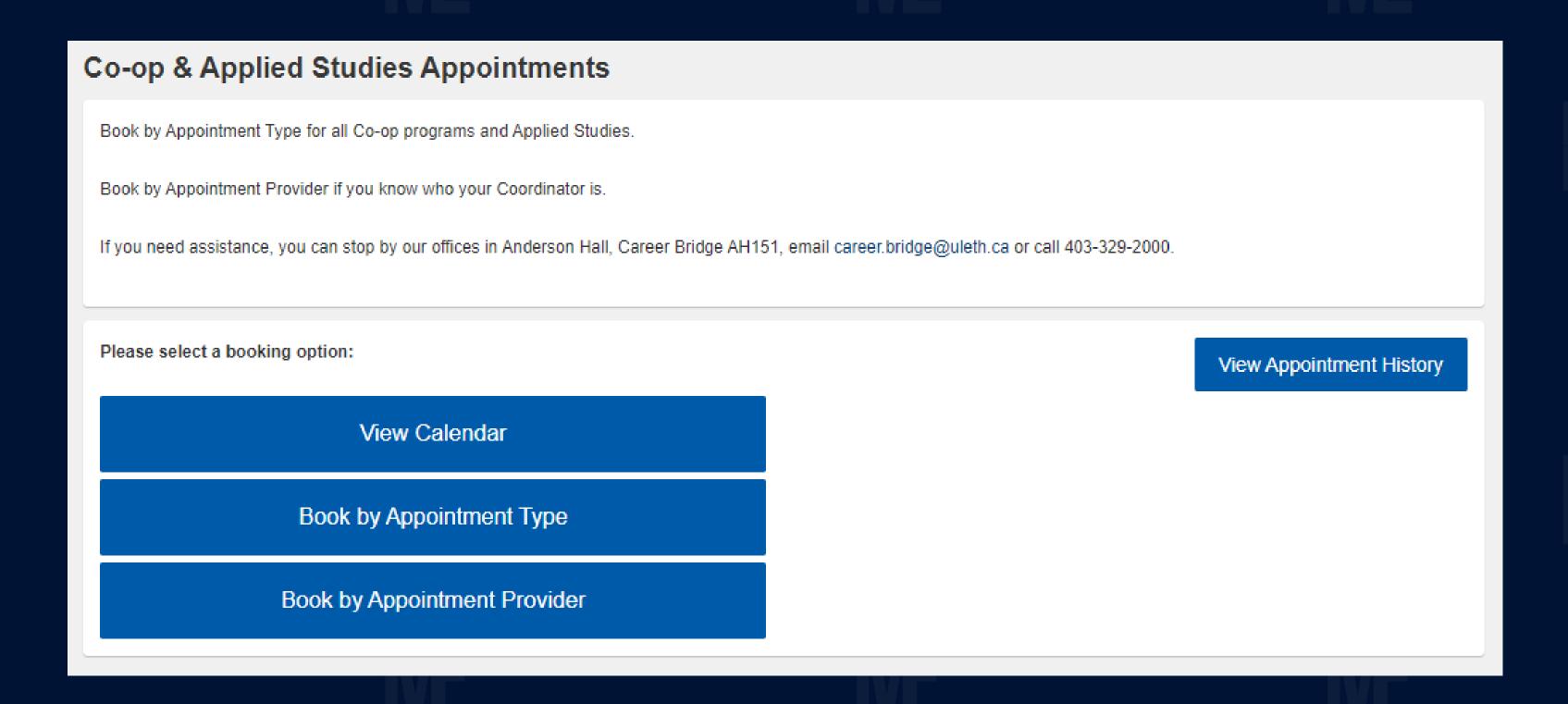
Navigating to the Booking Page

Begin by navigating to the "Book Appointments" tab from the left-side navigation. From the page pictured below you can choose to make an appointment for **Careers, Co-op, Applied Studies, and Study Skills**.



Booking Options

If you know whom you want to book your appointment with select "Book by Appointment Provider" or select "View Calendar" or "Book by Appointment Type".



Selecting Times

When you select "View Calendar" it will lead you to the page pictured to the right, where you can browse the available appointments on a weekly basis.

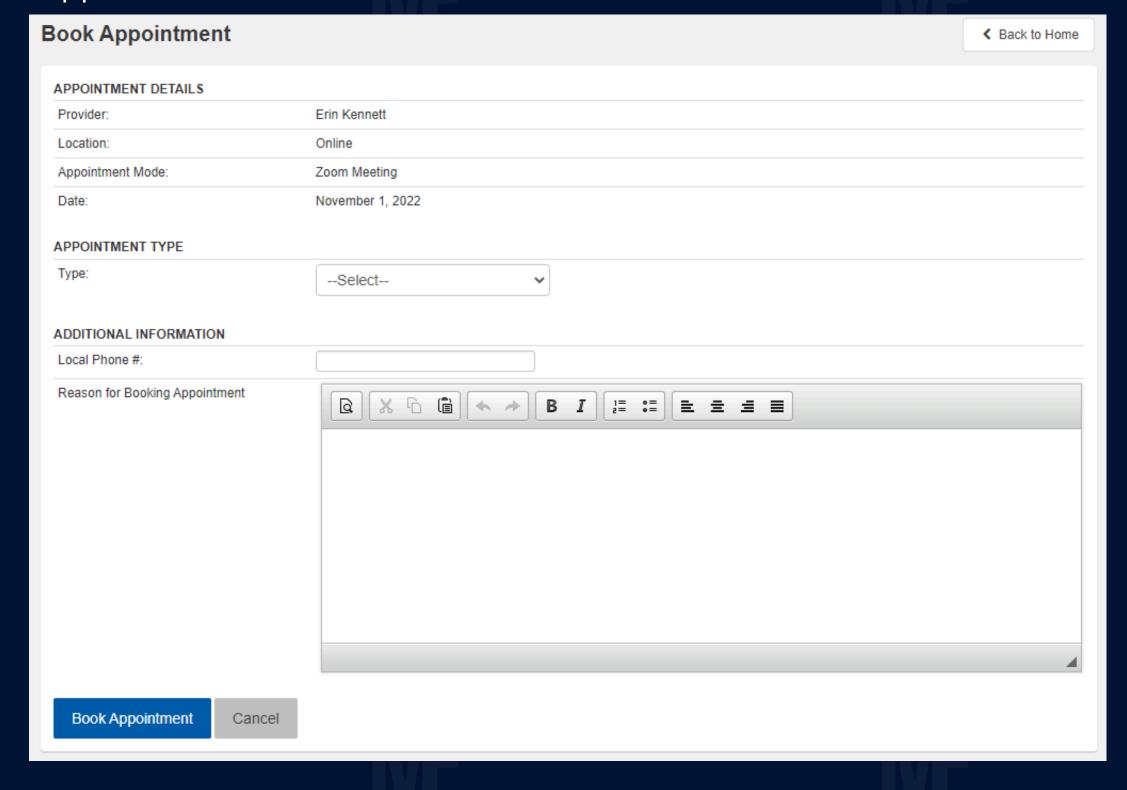


Use the top arrows buttons to browse a future weeks' availability

Appointment Options

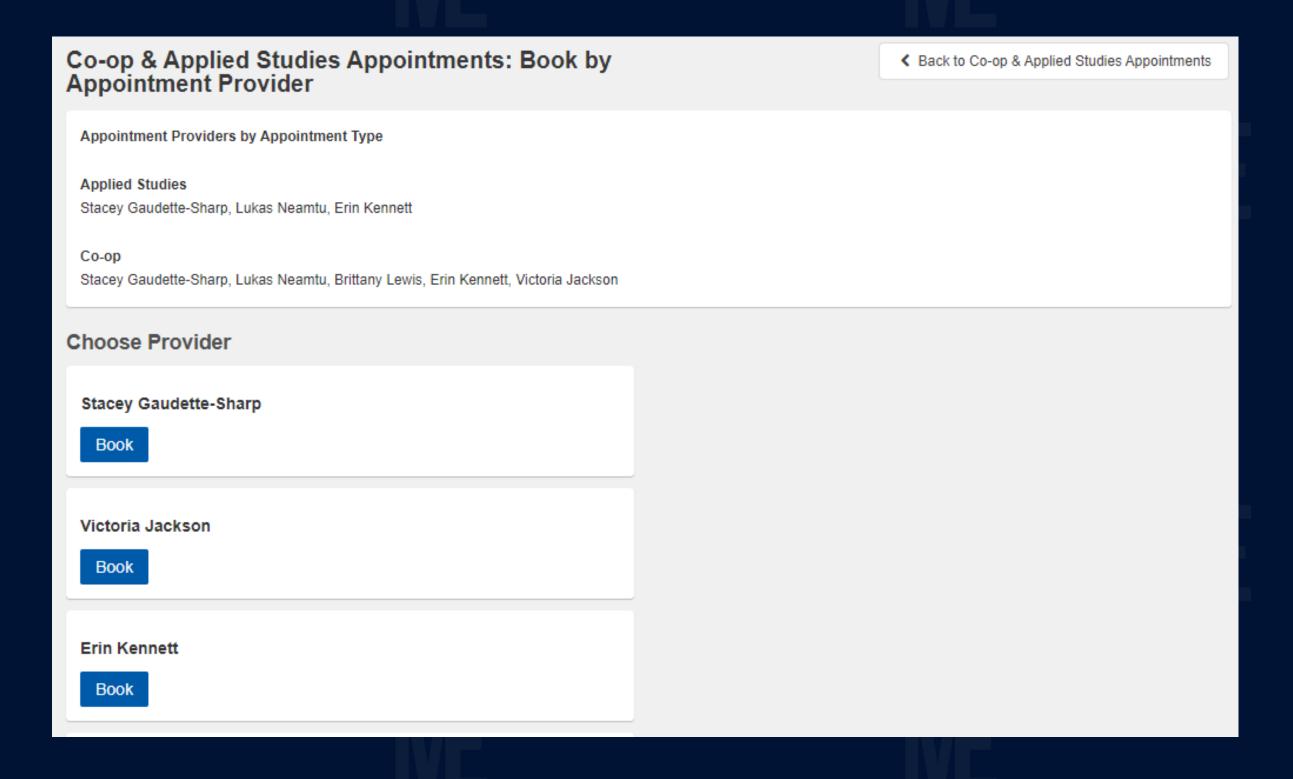
Once you have selected a time, you can choose if you would like to book an in-person or virtual appointment under "Appointment Mode."

Include your phone number, and provide some background information



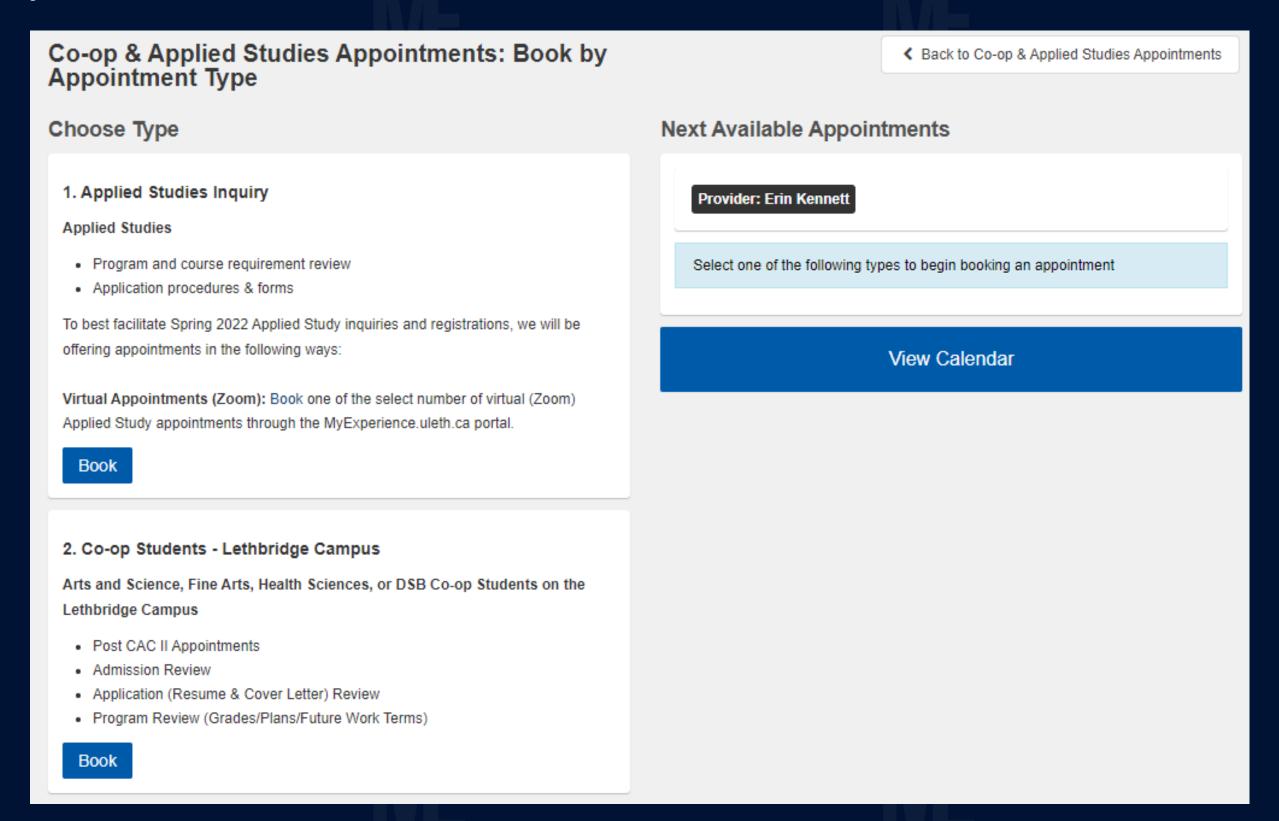
Booking by Provider

If you select "Book by Appointment Provider" it will lead you to the page pictured below, where you can browse the available appointments providers and choose the one you are looking for.



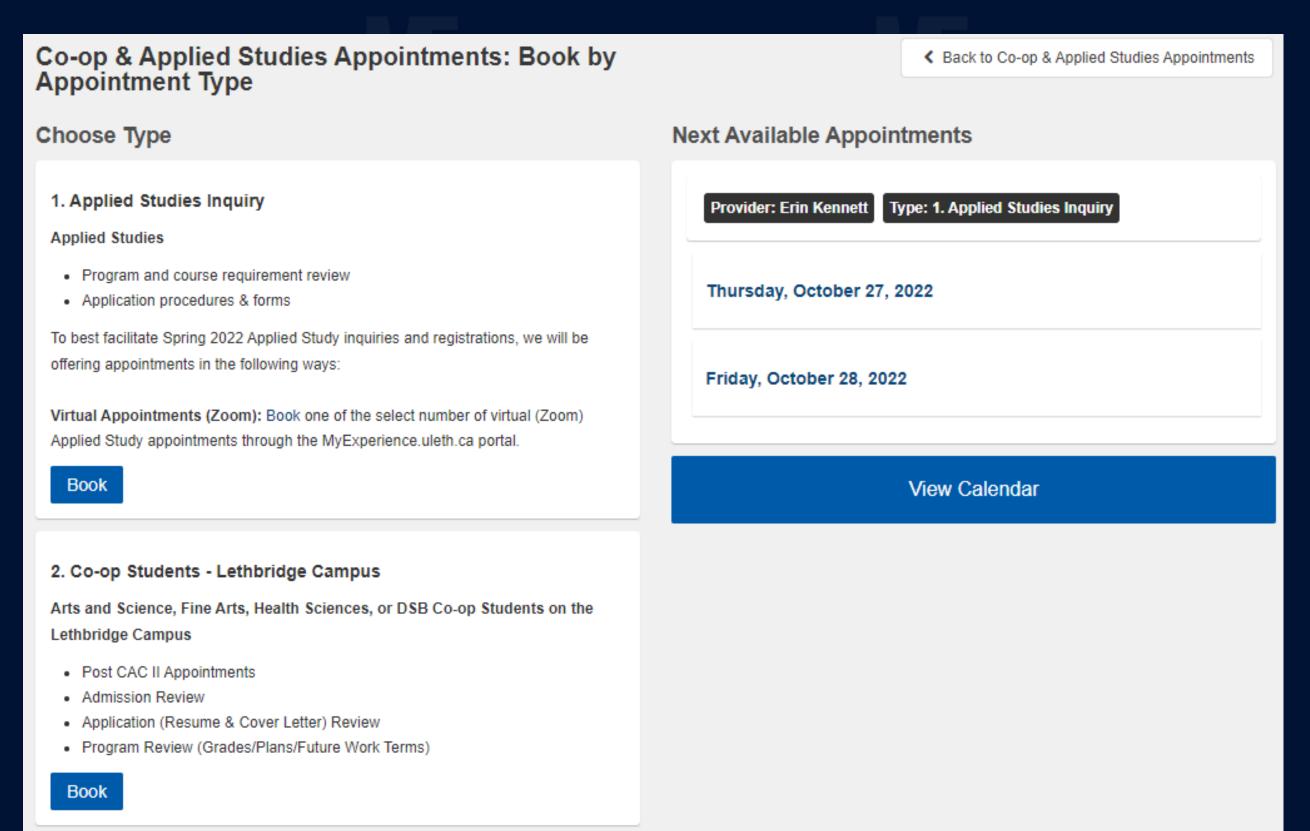
Booking by Provider - Selecting Appointment Type

After selecting the preferred provider, choose the type of appointment you want to make.



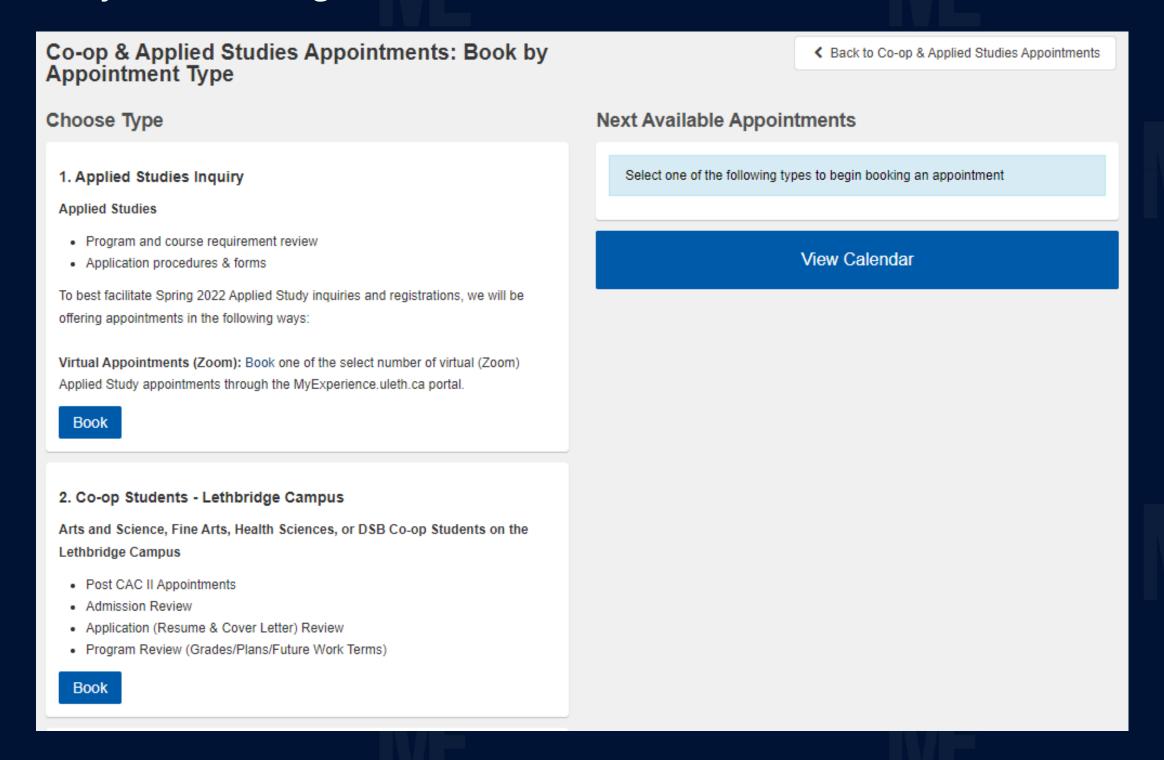
Booking by Provider - Selecting Time & Date

After doing the above, choose the date and timeyou want to schedule it for.



Booking by Appointment Type

If you select "Book by Appointment Type" it will lead you to the page pictured below, where you can browse the available appointments options and choose the one you are looking for.



Booking by Appointment Type - Selecting Time & Date

When you select "Book" it will bring up a list of the available appointment dates and times.

