## Appointments Module – Current Student Perspective (Condensed)

Step 1: Login to your [DRC Student Portal](https://olympic.accessiblelearning.com/Purdue) using BoilerKey

Step 2: Click *Request for Appointment* in **Home** menu

Step 3: Click the *Request for Appointment* button.

Step 4: Choose the *Who You Would Like to Meet*. **NOTE:** Schedule your appointment with your assigned Access Consultant. Scheduling with a different Access Consultant could result in having your appointment cancelled.

Step 5: Choose the *Appointment Location* (In-person)

Step 6: Provide any specific questions or concerns you wish to address in this appointment in the *Additional Comments* text box. Please also specify if you need accommodations or assistive technology to access your appointment.

Step 7: Choose the *Appointment Purpose* (Initial Meetings, Check-in, etc.) If you do not select an appointment purpose, the system will default to a 30 minute meeting.

Step 8: Click *Find Availability*

Step 9: Choose a specific appointment time and date.

* By default, you will see 5 business days at a time. If no times where in the first set of dates/times, click *Next Available* to show more dates/times.

Step 10: Click *Schedule Appointment*

## Appointments Module – Current Student Perspective (With Screenshots)

Step 1: Login to your [DRC Student Portal](https://olympic.accessiblelearning.com/Purdue) using BoilerKey

Step 2: Click *Request for Appointment* in **Home** menu

o

Step 3: Click the *Request for Appointment* button.



Step 4: Choose the *Who You Would Like to Meet*. **NOTE:** Schedule your appointment with your assigned Access Consultant. Scheduling with a different Access Consultant could result in having your appointment cancelled.

Step 5: Choose the *Appointment Location* (In-person)

Step 6: Provide any specific questions or concerns you wish to address in this appointment in the *Additional Comments* text box. Please also specify if you need accommodations or assistive technology to access your appointment.

Step 7: Choose the *Appointment Purpose* (Initial Meetings, Check-in, etc.) If you do not select an appointment purpose, the system will default to a 30 minute meeting.

Step 8: Click *Find Availability*

*o*

Step 9: Choose a specific appointment time and date.

* By default, you will see 5 business days at a time. If no times where in the first set of dates/times, click *Next Available* to show more dates/times.

Step 10: Click *Schedule Appointment*

