**Kiosk Check-In and Drop-In Instructions**

[**Check in for a scheduled appointment using the kiosk**](#scheduled)

[**Creating a drop in appointment using the kiosk**](#dropin)

**Check-In for Scheduled Appointment**

**Step 1: Swipe PUID**

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**Step 2: Select “Check-In” for scheduled appointment**

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**Step 3: Select “I’m Done. Exit the Kiosk.”**

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**Create Drop-In Appointment**

**Step 1: Swipe PUID**

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**Step 2: Select Reason**

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**Step 3: Select Advisor**

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**Step 4: Select Day**

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**Step 5: Click “Back” (if no appointments are available that day)**

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**Step 6: Select Different Day**

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**Step 7: Select Time**

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**Step 7: Select “Save Appointment”**

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**Step 8: Select “I’m Done. Exit the Kiosk.”**

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