BoilerConnect – Appointment Check-in Process

Checking in a Student – No Kiosk or Virtual Appointment – Before Appointment Begins

**Step 1:**
From the Staff Home page, click on the “Appointments” tab. Check the box next to the name of the student you wish to check in.

![Staff Home image](image)

**Step 2:**
Click “Actions” and choose “Add Appointment Summary”. This automatically checks the student in for the appointment and opens the appointment summary box.

![Upcoming Appointments image](image)
Checking in a Student – No Kiosk or Virtual Appointment – At the Time of/After Appointment Begins

Step 1:
From the Staff Home page, click on the “Appointments” tab. Scroll down to the section labeled “Recent Appointments”. Check the box next to the name of the student you wish to check in.

Step 2:
Click “Actions” and choose “Add Appointment Summary”. This automatically checks the student in for the appointment and opens the appointment summary box.