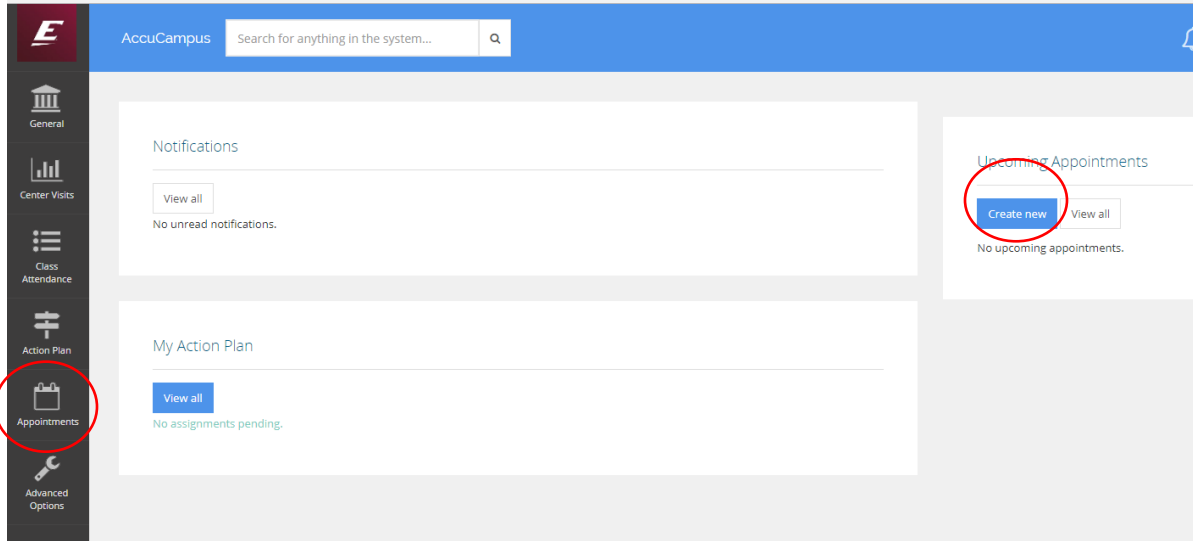
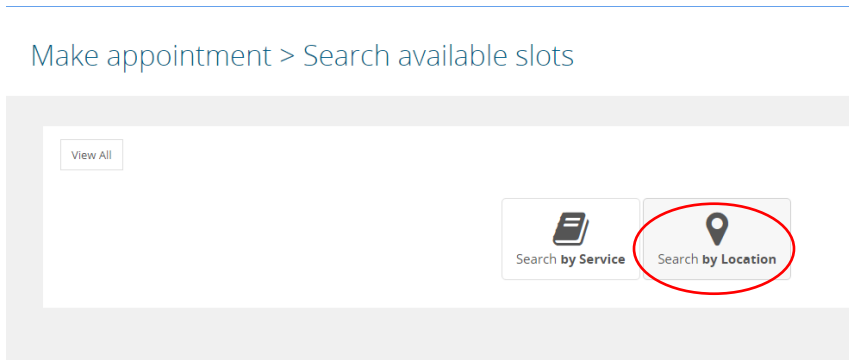


Using AccuCampus to Make Appointments

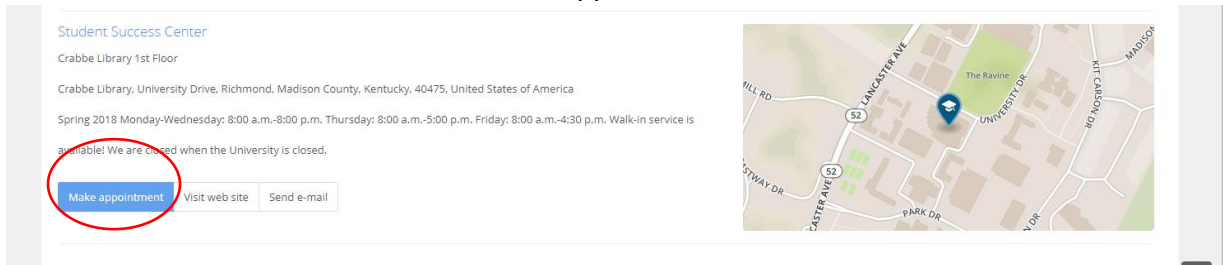
- 1) Log on to AccuCampus (for first-time instructions go to <https://successcenter.eku.edu/onlineappointments>).
- 2) Once logged on, you can choose to click “Create new” under the Upcoming Appointments box on the right of the screen or the Appointments icon on the left of the screen.



- 3) Choose Search by Location.



- 4) Under Student Success Center, choose “Make appointment.”



- 5) Choose the correct semester and choose your preferred date or date range.

The screenshot shows the appointment selection form. The 'Semester' dropdown is set to 'Spring 2020' and is circled in red. The 'Period' field shows the date range '03/17/2020 - 03/27/2020' and is also circled in red. Below these fields is a calendar for March 2020.

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



- 6) Choose “Tutoring” for your service by typing the word *Tutoring* in the box next to Service. You will have to click on the word in the blue box that appears under the spot where you type. You can also click on the magnifying glass to choose the option.

The screenshot shows a search form with the following fields: Location (Student Success Center), Semester (Spring 2020), Period (03/17/2020 - 03/20/2020), Service (tutoring), Course (Jobs, Organizations, and Power), and an optional Staff field. A red circle highlights the Service field, which has a dropdown menu open with 'Tutoring' selected in a blue box. Below the form are two buttons: 'Search by staff' and 'Search by date'.

- 7) Choose the course by clicking on the magnifying glass and clicking on the class you need.

The screenshot shows the search form with 'Tutoring' selected in the Service field. The Course field is open, showing a list of courses: Adolescent & Adult Development, Grammar in Context, Medical Terminology, Physiological Psychology, and Civilizations of Latin America. A red circle highlights the magnifying glass icon on the right side of the course dropdown menu.

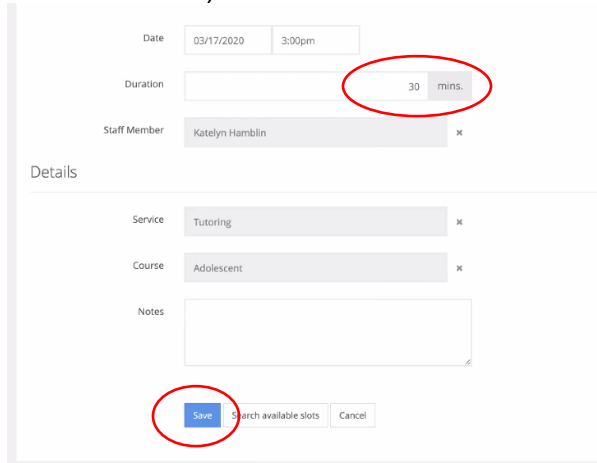
- 8) You can choose Search by Staff or Search by Date.

The screenshot shows the bottom of the search form with the 'Staff (optional)' field and two buttons: 'Search by staff' and 'Search by date'. A red circle highlights both buttons.

- 9) If you search by date, a list of days and times will come up with staff listed who can cover the course. If you search by staff, you will choose a staff member to see a list of their availability. Choose the day and time you want.

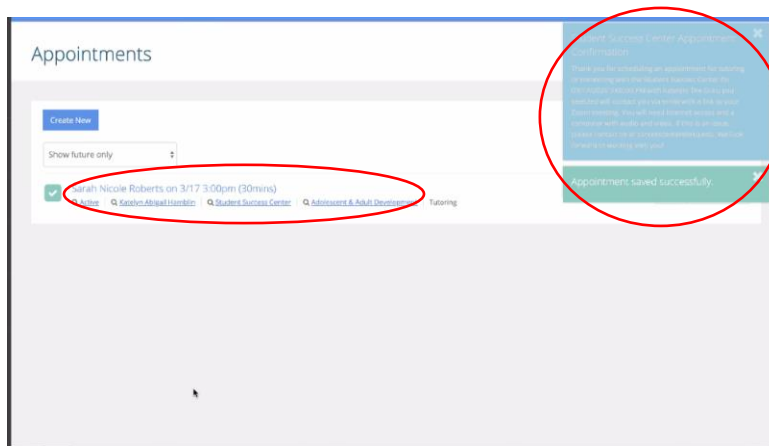
The screenshot shows the search results for a staff member, Katelyn Abigail Hamblin. The results are organized by day: Tuesday 17 March 2020, Wednesday 18 March 2020, Thursday 19 March 2020, and Friday 20 March 2020. Each day shows a list of time slots from 8:00am to 4:00pm. A red circle highlights the 'Search by date' button at the top of the results.

10) Type in duration (either 30 or 60 minutes) and click “Save.”



The screenshot shows a web form for creating an appointment. At the top, there are fields for 'Date' (03/17/2020) and 'Time' (3:00pm). Below these is a 'Duration' field with a dropdown menu set to '30 mins.', which is circled in red. The 'Staff Member' field is set to 'Katelyn Hamblin'. Under a 'Details' section, the 'Service' is 'Tutoring' and the 'Course' is 'Adolescent', both circled in red. There is a 'Notes' text area below. At the bottom, there are three buttons: 'Save' (circled in red), 'Search available slots', and 'Cancel'.

11) Your appointment verification will appear.



12) You will also receive a confirmation email. After that, the Guru will email you with the link to the Zoom meeting. When your appointment time arrives, simply click on the Zoom link in the email to begin your online meeting. If you need help with Zoom, refer to the attachment in the email or go to <https://successcenter.eku.edu/onlineappointments>.