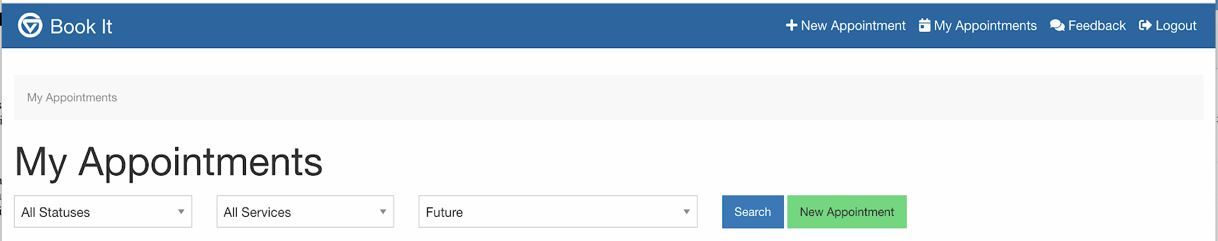
**Book It student walkthrough - Appointments**

1. Login to Book It using your GVSU login/password ([www.gvsu.edu/bookit/](http://www.gvsu.edu/bookit/))

Screen capture of login screen

1. Once logged in, you will see your currently scheduled appointments (past and future) and can make new appointments with any Knowledge Market service.



1. Following the green “new appointment” link takes you to the main scheduling page (pictured below). Using the “new appointment” link in the top navigation bar takes you to the general Knowledge Market page with descriptions of each service. After completing the new appointment form, you will be prompted to confirm and schedule your desired appointment date/time.

screen capture of new appointment page

1. At the time of your appointment (or up to 15 minutes before) you can “**check in**” for your appointment under the “My Appointments” tab.

screen shot of "my appointments" page with "check in" circled

1. At your scheduled start time, your consultant will set a Google Meet link for your session on this page. As soon as the consultant is ready, you can join them by selecting “enter appointment.” Please occasionally **refresh your page** while waiting so you see the option when it becomes available.

screen shot of "my appointments" page with "enter appointment" circled

1. If you have any issues or questions with this process you can email the Writing Center at [virtualwc@mail.gvsu.edu](mailto:virtualwc@mail.gvsu.edu) and/or speak with a Knowledge Market receptionist at: <https://gvsu.edu/library/km/dropin>