**Book It student walkthrough – Drop-in**

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. After logging into the system, you will see the following navigation bar. The option to do a virtual drop-in is available during our normal hours of operation.

screen capture of navigation bar with "virtual drop in" circled

1. After selecting “Virtual Dropin” you will be directed to the confirmation page:

screen capture of confirmation screen

1. After you have checked-in, **please stay on that page.** As soon as the next available consultant is ready to begin, the “Enter Appointment” button will appear. When active, this link will take you directly to a Google Meet room where you can begin your consultation. Please occasionally **refresh your page** while waiting so you see the option when it becomes available.

screen capture 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>