Checking In and Privacy Policy

Checking In

**Step 1:** Now that you’ve made your appointment you will shortly receive a confirmation email

- You should see your appointment date, time, location, and consultant included in the email

**Step 2:** When it’s time for your appointment, you will have to check-in in order to work with your consultant

- This process will differ depending on whether your appointment is virtual or in-person!

  - **In-person:** Arrive at the location of your appointment that is specified in your confirmation email anywhere in between 15 minutes before the appointment time to right at the time of the appointment
    - You will be able to check-in at the front desk of the location (at Speech lab right by the entrance of 154 Lake Michigan Hall or in front of the Knowledge Market receptionist kiosk on the first floor of the Library)

  - **Virtual:** Monitor the “My Appointments” tab on Book It. This is where you access your history of appointment scheduling
    - Make sure your appointment has the correct information (date, time, location)
    - When you are ready for your appointment, you can check-in anywhere in between 15 minutes before to right at the time of the appointment
- Be sure to refresh your page until your appointment populates
- After refreshing the “My Appointments” page 15 minutes before the time of the appointment, you should now see the button to check-in

### My Appointments

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Service</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 29, 2024 @ 5:30 PM - 6:00 PM</td>
<td>Virtual</td>
<td>Speech</td>
<td>Scheduled</td>
<td></td>
</tr>
</tbody>
</table>

- Checking-in signals to your consultant that you are ready
- Allow your consultants a few minutes to create the virtual room that you will meet in
  - An email will also alert you when your virtual consultation is ready

A Google Meet URL has been added to your appointment

**speechhd@jhu.edu**

We are ready to assist you for your appointment 1/29/2024 5:30 PM. Please use the following URL to meet with your consultant:

https://meetings.tableau.com

If you have trouble opening the Google Meet room, please copy and paste the link into your browser.

Do not reply to this email. It is an automatically generated message.

- Continue to refresh the Book IT page until you see the enter appointment button populate
Our Privacy Policy

The Knowledge Market services maintain a network with various campus organizations in which it shares appointment data. This data is automatically shared and is de-identified—student specific information is not included. Among the information shared is attendance, date, service (e.g. Speech Lab, Writing Center), topics addressed, and summary of session. However, students can opt-in to share student information for the purpose of gaining class credit for required knowledge market service visits. If the student fails to agree to the privacy policy, no information about the session is shared and the student cannot receive credit for mandatory visits.

Step 1: Accepting the privacy policy when making an appointment
- Before confirming and scheduling you are prompted to agree to the privacy agreement
  - This will only share de-identified appointment information

Step 2: Opting-in to share student session information for course credit
- During your consultation your consultant will ask if you’d like your notes shared with your professor. This will ensure you receive credit for your visits
- Your notes will only be shared if you verbally agree

Privacy Policy for Group Appointments
For group appointments, the creator of the appointment will have agreed to the privacy policy
- This does not account for the other group members
  - Additional members will have to accept the privacy agreement separately
  - Group members can accept the privacy agreement in either two ways
**Option 1:** Check your GVSU email for a confirmation of your appointment

The link in the email will bring you straight to your appointments on Book It

From there you just click confirm to agree to the privacy agreement

**Option 2:** Login to Book It directly

- Go to the My Appointments tab
- Click confirm to agree to the privacy agreement