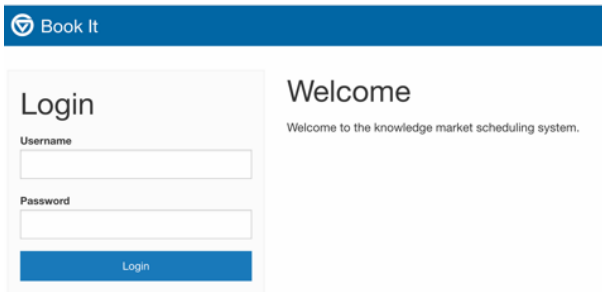
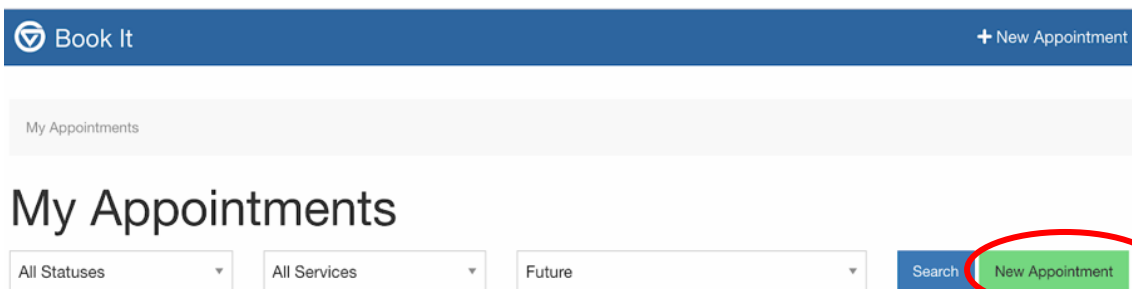


# Book It student walkthrough - Appointments

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

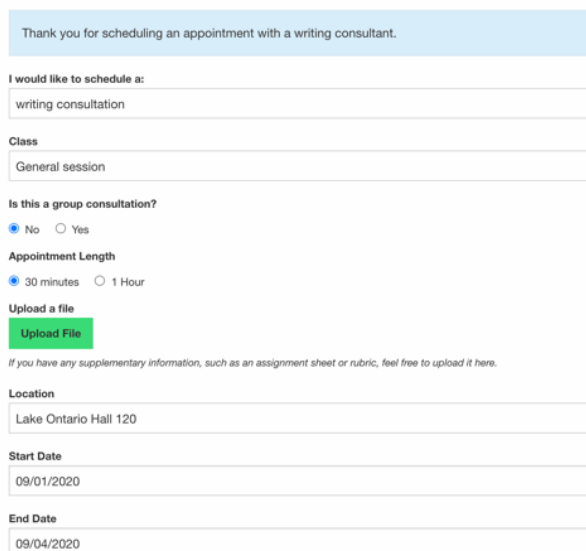


2. Once logged in, you will see your currently scheduled appointments (past and future) and can make new appointments with any Knowledge Market service.



3. 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.

## Add New Appointment -



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

### My Appointments

All Statuses ▾ All Services ▾ Future ▾ Search New Appointment

Date	Location	Service	Status	Actions
Jun 29, 2020 @ 1:00 PM - 1:30 PM	Virtual	Writing	Scheduled	<span>Cancel</span> <span>Check-In</span> <span>Confirm</span>

5. 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.

### My Appointments

All Statuses ▾ All Services ▾ All Appointments ▾ Search New Appointment Clear

Date	Location	Service	Status	Actions
Jul 6, 2020 @ 9:50 AM - 10:20 AM	Virtual	Writing	Checked-In	<span>Enter Appointment</span>

6. 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>