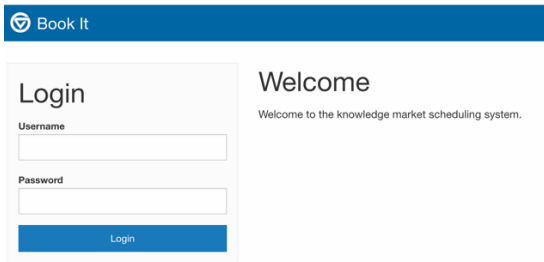


Book It student walkthrough – Drop-in

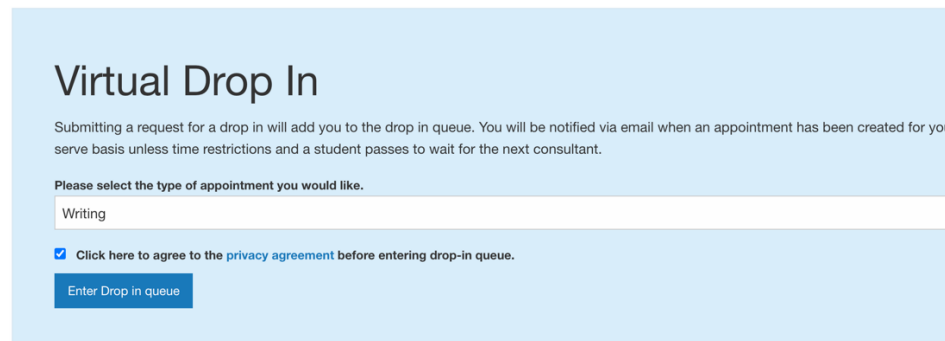
1. Login to Book It using your GVSU login/password (www.gvsu.edu/bookit/)



2. 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.



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



4. 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.

My Appointments

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

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