Appointments

1. Right when you log in, the first page you see is your Homepage.

2. It is also at the very top left and is called “My Homepage”

3. In the middle of the page you’ll see a section labeled “My Appointments”. Go ahead and click “View All”.

4. Here, you can see all of your scheduled appointments as well as any from the past. This also shows if the appointment was a no-show, if the student has checked in, etc. (see below).

5. You can hover over the little colored house to see the status of the appointment or hover over “Details” to get even more information.

6. As you can see at the top, you also have the capabilities to Re-Schedule or Cancel your appointments (as well as the other available actions).