



# How to use this Appointment Kiosk

- ▶ Appointment Kiosks are new to Frederick Community College! This guide will help you with the 4 easy steps to check in for your appointments on campus.

## Step 1: Log In



Log into the Kiosk by entering your Student ID number or scanning the barcode on your FCC ID.

Your student id number can be found on your FCC ID. If you have forgotten your ID number, please ask the front desk staff to look it up for you.

*Don't have an FCC Student ID Number? Please see the Welcome Desk Attendant*



## Step 2: Check In



1. Select the **generic appointment reason** for the office you want to meet with.
2. Indicate if you're waiting for:
  - a. A **specific person** - you'll then be prompted to choose a staff member.
  - b. The **first available** staff member – click "Okay, got it!"



## Step 3: Meet



When your staff member is available, they will get you. Please be patient!



## Step 4: Check Out



After your appointment, please log back into the kiosk (using the instructions in step 1) and be sure to **Check out**.

You're all done! Enjoy the rest of your day. Thank you for using the kiosk to check in for your appointment.



Trouble with this kiosk? Email [navigate@frederick.edu](mailto:navigate@frederick.edu) to report any issues.

Use this **QR code** to download the Navigate Student mobile app! ▶ You can check in virtually for your appointment there.

