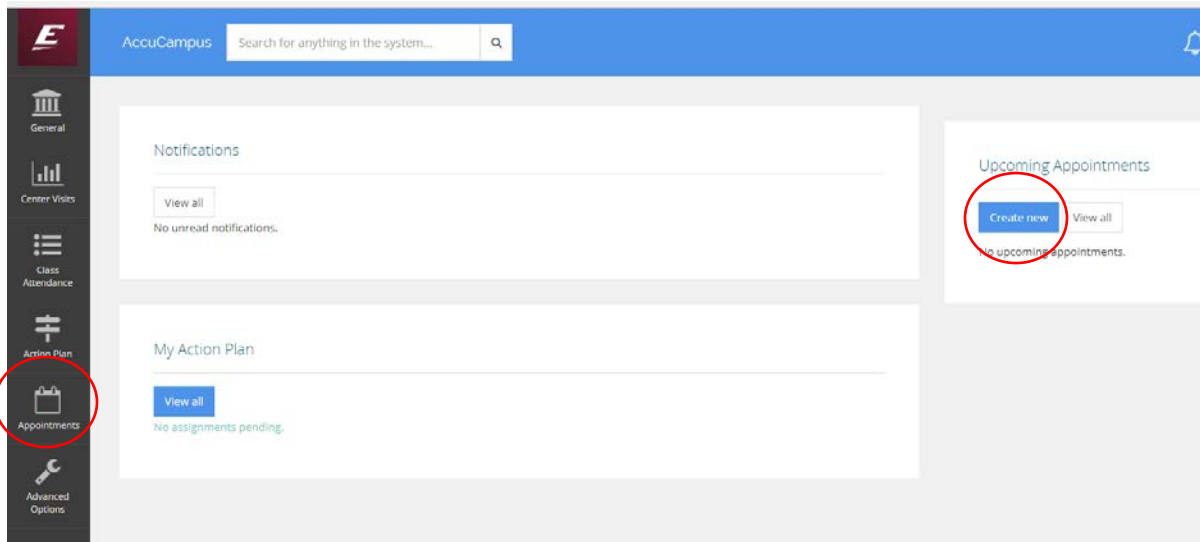
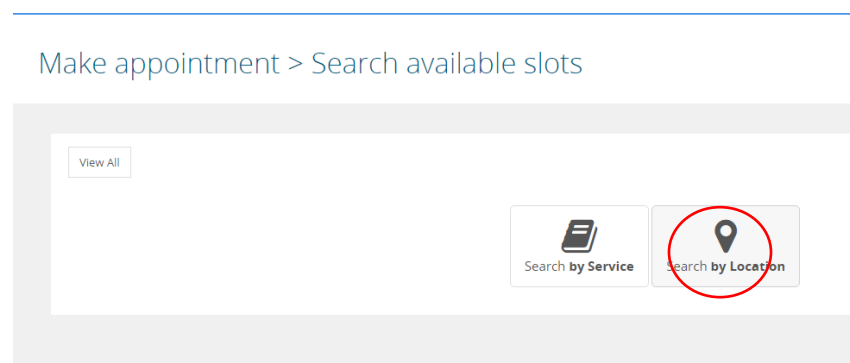


ACC 201 or 202 – Using AccuCampus to Make Appointments

- 1) Log on to AccuCampus (for instructions go to <https://successcenter.eku.edu/accucampus>).
- 2) Once logged on, you can choose to click “Create new” under the Upcoming Appointments box on the right of the screen or the Appointments icon on the left of the screen.



- 3) Choose Search by Location.



- 4) Under Student Success Center, choose “Make appointment.”



5) Choose the correct semester and choose your preferred date or date range.

ment - Search Available Slots

Location Student Success Center (Change)

Semester **Fall 2018**
from 08/17/2018 to 12/15/2018

Period 08/30/2018 **09/02/2018**

Service Type to search...

Event (optional) Type to search...

Search by staff Search by date

September 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

70ab-7248-400a-bfbf-ad6-100fa33f28/locationname=Student%2520Success%2520Center#

6) Choose "Accounting Tutoring Appointments" for your service by clicking on the magnifying glass.

Make Appointment - Search Available Slots

< Back View All

Location Student Success Center (Change)

Semester Fall 2018
from 08/17/2018 to 12/15/2018

Period 08/31/2018 - 09/03/2018

Service **Accounting Tutoring Appointments**

Event (optional) Drop-In Advising
General Questions

Staff (optional) Monitoring
Study Area or Computer Use
Tutoring
Workshop

7) Choose time spot.

Period 08/31/2018 - 09/03/2018

Service Accounting Tutoring Appointments

Event (optional) Type to search...

Staff (optional) Type to search...

Search by staff Search by date

Pick an available time slot

Monday 3 September 2018

Daranyika Lashana Christy
8:00am - 10:00am | 10:00am - 12:00pm

Monday 3 September 2018

Daranyika Lashana Christy
8:00am - 10:00am | 10:00am - 12:00pm

8) Type in duration (either 30 or 60 minutes) and click "Save."

from 08/17/2018 to 12/15/2018

Date: 09/03/2018 2:30pm

Duration: 30 mins

Staff Member: Alex Jeremiah Dixon

Details

Service: MAT 112 Study Group

Course: None

Notes:

Save Search available slots Cancel

9) Your appointment verification will appear.

AccuCampus Search for anything in the system...

Appointment saved successfully

Appointments

Create New

Show future only

✓	Hermione Granger on 9/3 2:00pm (30mins)	View More Actions
✓	Hermione Granger on 9/3 2:30pm (30mins)	View More Actions
✓	Hermione Granger on 9/5 8:00am (30mins)	View More Actions
✓	Hermione Granger on 9/6 11:00am (30mins)	View More Actions