



Kiosk Check-In and Drop-In Instructions

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Check-In for Scheduled Appointment

Step 1: Swipe PUID card or enter your PUID

Welcome to
Office of the Provost

Please swipe your card or sign in with your student ID

..... **Submit**

Step 2: Click the “Check-In” button for scheduled appointment

Upcoming Appointment
Professional Mentoring with Advisor Purdue. Today at
8:45am ET.

Check In

Step 3: Once checked in successfully, you will see this message and will be logged out of the kiosk



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Thanks for checking in!

Okay, got it!

Create Drop-In Appointment

Step 1: Swipe PUID card or enter your PUID

Welcome to

Academic Success Center

Please swipe your card or sign in with your student ID

Submit

Step 2: Select the reason you want to meet

I'm here for

Academic Notice

I'm here for

Academic Planning

I'm here for

Change of Campus Location (COLO)

I'm here for

Change of Major (CODO)

I'm here for

Personal Concerns

Scroll for more options



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Step 3: Select who you want to wait for

I want to

Wait For A Specific Person

I want to

Wait For The First Available Person

- **Wait for a specific person:** this will allow you to select a specific person you want to meet with. However, if they do not have availability set up for drop-in meetings, you will not see them on the list.
- **Wait for the first available person:** this will put you in the appointment queue and the first person available will meet with you.

Step 4: Select the person (if you selected wait for a specific person)

Step 5: Once you're done, click Log Out

Log Out

Check-In for Service (No Appointment)

Step 1: Swipe PUID card or enter your PUID

Welcome to

Biology Help Room

Submit

Step 2: Select the service you're here for



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Please choose an option from the menu below

Log Out

I'm here for
BIOL 110

I'm here for
BIOL 111

I'm here for
BIOL 121

I'm here for
BIOL 131

I'm here for
BIOL 135

Step 3: Once checked in successfully, you will see this message and will be logged out of the kiosk

Thanks for checking in!

Okay, got it!