

Last Updated September 2025

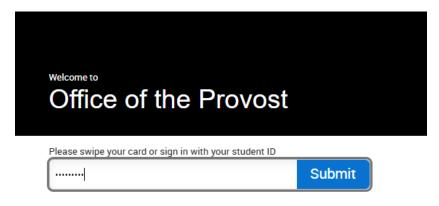
Kiosk Check-In and Drop-In Instructions

Contents

Check-In for Scheduled Appointment	1
• •	
Create Drop-In Appointment	2
Check-In for Service (No Appointment).	Ξ

Check-In for Scheduled Appointment

Step 1: Swipe PUID card or enter your PUID



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

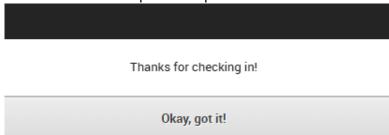
Upcoming Appointment
Professional Mentoring with Advisor Purdue. Today at 8:45am ET.

Check In

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

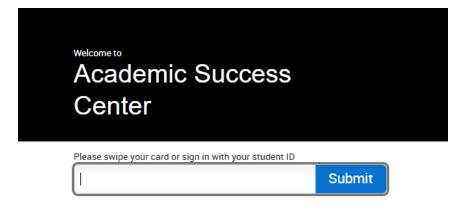


Last Updated September 2025

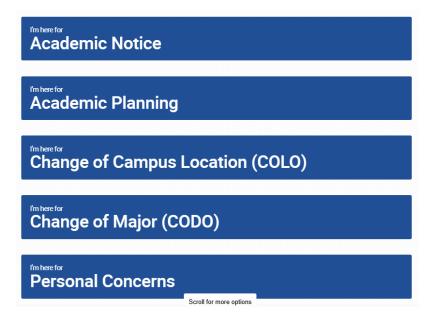


Create Drop-In Appointment

Step 1: Swipe PUID card or enter your PUID



Step 2: Select the reason you want to meet





Last Updated September 2025

Step 3: Select who you want to wait for

Wait For A Specific Person

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.

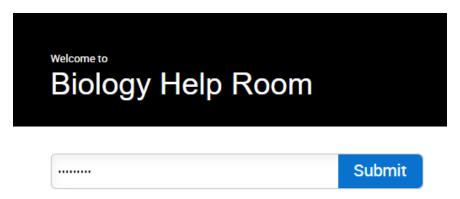
Step 4: Select the person (if you selected wait for a specific person)

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

Log Out

Check-In for Service (No Appointment)

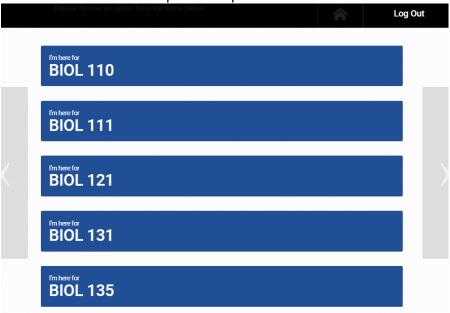
Step 1: Swipe PUID card or enter your PUID



Step 2: Select the service you're here for



Last Updated September 2025



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

