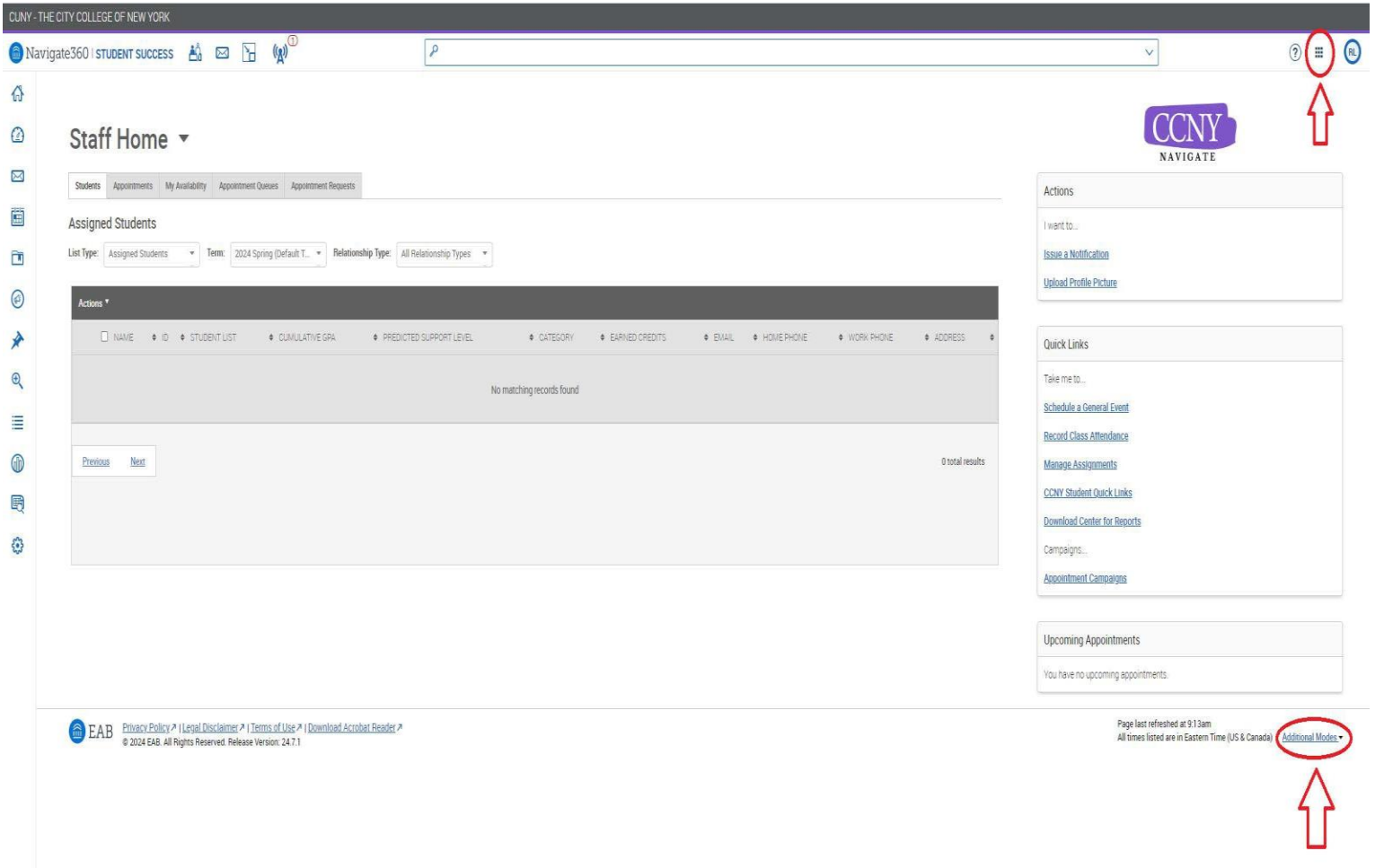# NAVIGATE

Kiosk

Step 1:

To start a Kiosk, first login to Navigate360 and click on the **apps icon** located on the top right of your home screen -next to the question mark icon. Once you click on the apps icon, select **Kiosk**. You can also click on **Additional Modes** at the bottom right of your screen and select **Kiosk**.

Step 2:

After you select Kiosk, **choose** which specific **location** you want students to be able to check-in/drop-in for (ex. your office, department, etc.).

Step 3:

After choosing your desired location, **select** whether you want students to be able to check-in/drop-in for **all services** available at your location, **or** for **one specific service.**

Notes:

1. You **cannot** select more than one individual service at a time; instead you can either select "all available services", or one in particular.

2. Services that are configured as "Appointments, Drop-Ins, and Requests with Staff" <u>**must have active availabilities**</u> created for them. If none of your staff members have created an availability for those service(s), students will not be able to drop-in/check-in for the service(s). This is only **not** the case **IF** a service is configured as "Record Visit"
    -   If you are unsure if your desired service is configured as "Record Visit" or Appointments, Drop-Ins, and Requests with Staff" email navigatehelp@ccny.cuny.edu for assistance.

Notes:

3. If your service **is** configured as "Appointments, Drop-Ins, and Requests with Staff", go the the Appointment Queues tab located on your staff home screen and be sure to **check the box** next to **"Email"**. Checking this box will ensure that you receive an email whenever a student Drops-In or Checks-In for an appointment.

Step 4:

After choosing which service(s) you want to make available, the Kiosk will officially start. At that point, students may check-in/ drop-in for the services you selected by inputting their EMPLIDs into the kiosk