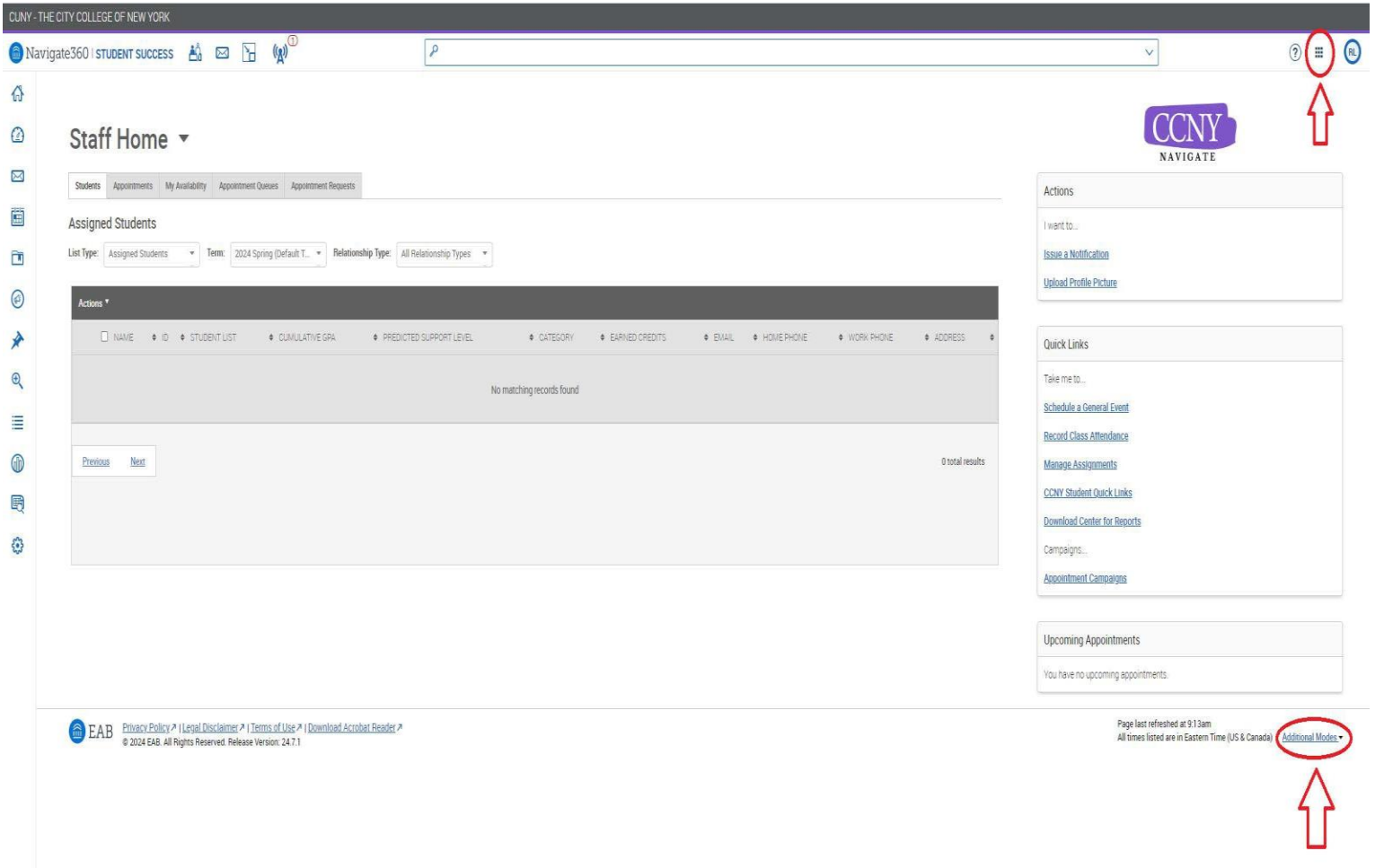


Step 1:

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**.



The screenshot shows the 'Staff Home' page in the Navigate360 system. The page includes a navigation bar at the top with the CCNY logo and 'NAVIGATE' text. A sidebar on the left contains various icons for navigation. The main content area is titled 'Assigned Students' and features a table with columns for NAME, ID, STUDENT LIST, CUMULATIVE GPA, PREDICTED SUPPORT LEVEL, CATEGORY, EARNED CREDITS, EMAIL, HOME PHONE, WORK PHONE, and ADDRESS. The table currently displays 'No matching records found'. On the right side, there are sections for 'Actions', 'Quick Links', and 'Upcoming Appointments'. At the bottom of the page, there is a footer with 'EAB' logo, privacy policy links, and a timestamp. Two red circles and arrows highlight specific elements: one circle around the 'apps icon' (a grid of three squares) in the top right corner, and another circle around the 'Additional Modes' dropdown menu in the bottom right corner.

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.).

Kiosk Startup

Please choose a location for this kiosk

Term: 2024 Spring (Default Term) ▾

My location is
ACE

My location is
Anthropology, Gender Studies and International Studies

My location is
Architecture (Faculty/Grad)

My location is
Art Department

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**.

Kiosk Startup

Please choose services for this kiosk

I want this kiosk to offer
All Available Services

I want this kiosk to offer only
Bottom Line Check-in

I want this kiosk to offer only
CCNY Chess Club

I want this kiosk to offer only
Computer Lab Reservation - Marshak 053

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" **must have active availabilities** 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 to 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.

CUNY - THE CITY COLLEGE OF NEW YORK

Navigate360 | STUDENT SUCCESS

Staff Home

Students | Appointments | **Appointment Queues** | Appointment Requests

Notification Methods: Ding **Email** Text Message

Students Checked In For Appointments

SELECT	NAME	SERVICE	APPOINTMENT TIME	COMMENT	MEETING TYPE	URL/PHONE NUMBER
There are not any student appointments checked in						

Students Checked In For Drop-Ins With Me

SELECT	NAME	SERVICE	COMMENT	FIRST AVAILABLE	PRIORITIZED AT	CHECK
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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

