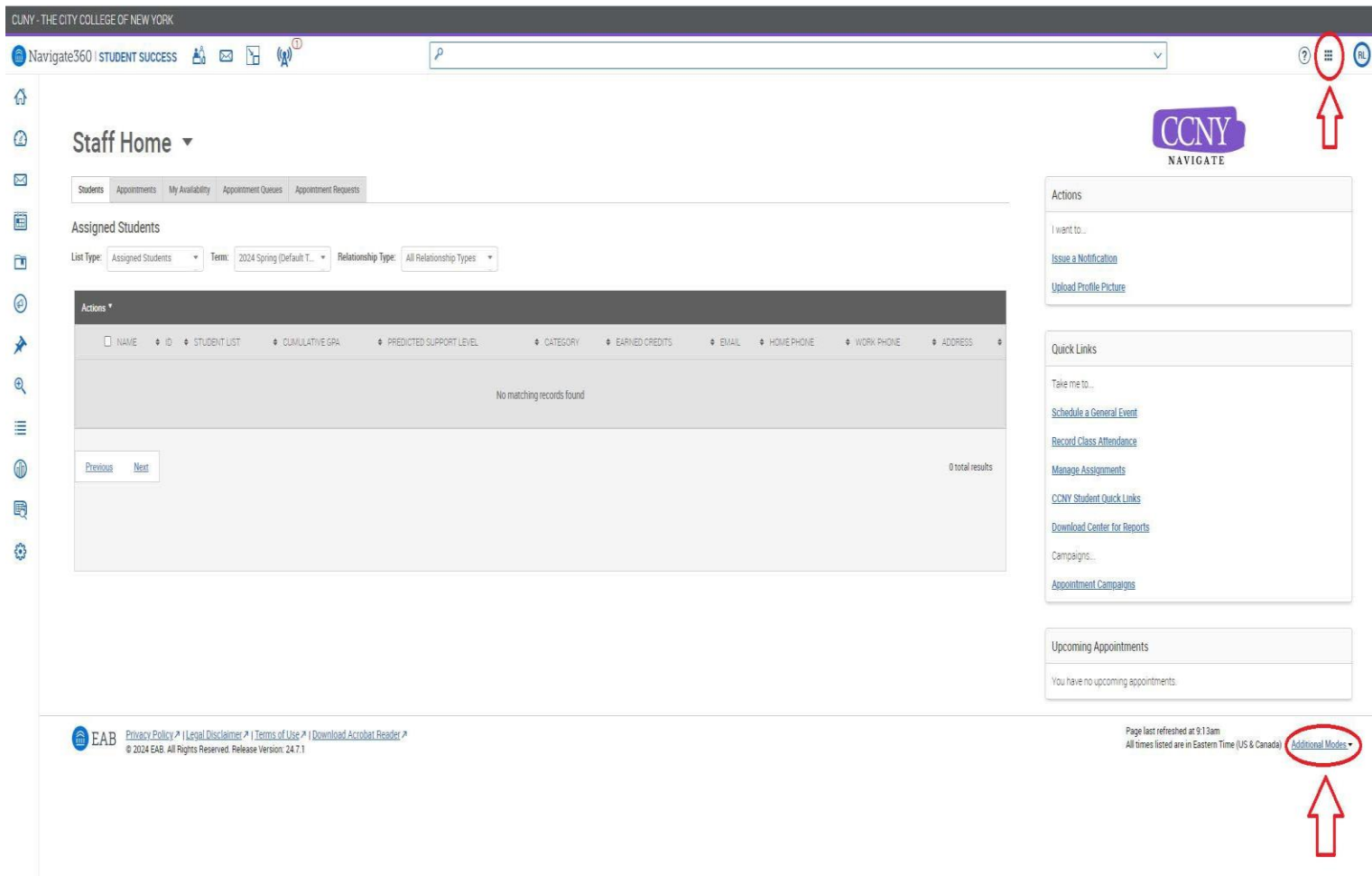


Kiosk

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**.



The screenshot shows the Navigate360 Staff Home interface. At the top right, a red circle highlights the 'apps icon' (a grid of three squares) next to a question mark icon. A red arrow points upwards from this icon. In the bottom right corner, another red circle highlights the 'Additional Modes' dropdown menu, with a red arrow pointing upwards from it. The main content area shows 'Staff Home' with tabs for 'Students', 'Appointments', 'My Availability', 'Appointment Queues', and 'Appointment Requests'. Below these is the 'Assigned Students' section, which includes filters for 'List Type', 'Term', and 'Relationship Type'. A table header is visible with columns for NAME, ID, STUDENT LIST, CUMULATIVE GPA, PREDICTED SUPPORT LEVEL, CATEGORY, EARNED CREDITS, EMAIL, HOME PHONE, WORK PHONE, and ADDRESS. The table body is empty, displaying 'No matching records found'. On the right side, there are three panels: 'Actions' with links for 'Issue a Notification' and 'Upload Profile Picture'; 'Quick Links' with various administrative links; and 'Upcoming Appointments' which shows 'You have no upcoming appointments.'

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" or "Track Time"
 - If you are unsure if your desired service is configured as "Record Visit", "Track Time", 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.

The screenshot shows the CUNY Staff Home interface. At the top, there is a header with "CUNY - THE CITY COLLEGE OF NEW YORK" and "Navigate360 | STUDENT SUCCESS". Below the header, there is a navigation bar with tabs for "Students", "Appointments", "My Availability", "Appointment Queues", and "Appointment Requests". The "Appointment Queues" tab is highlighted with a red circle. Below the navigation bar, there are notification settings: "Notification Methods: Ding E-mail Text Message". Below the notification settings, there are two sections: "Students Checked In For Appointments" and "Students Checked In For Drop-Ins With Me". Both sections have a table with columns for "SELECT", "NAME", "SERVICE", "APPOINTMENT TIME", "COMMENT", "MEETING TYPE", and "URL/PHONE NUMBER". The "Students Checked In For Appointments" section shows a message: "There are not any student appointments checked in".

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

