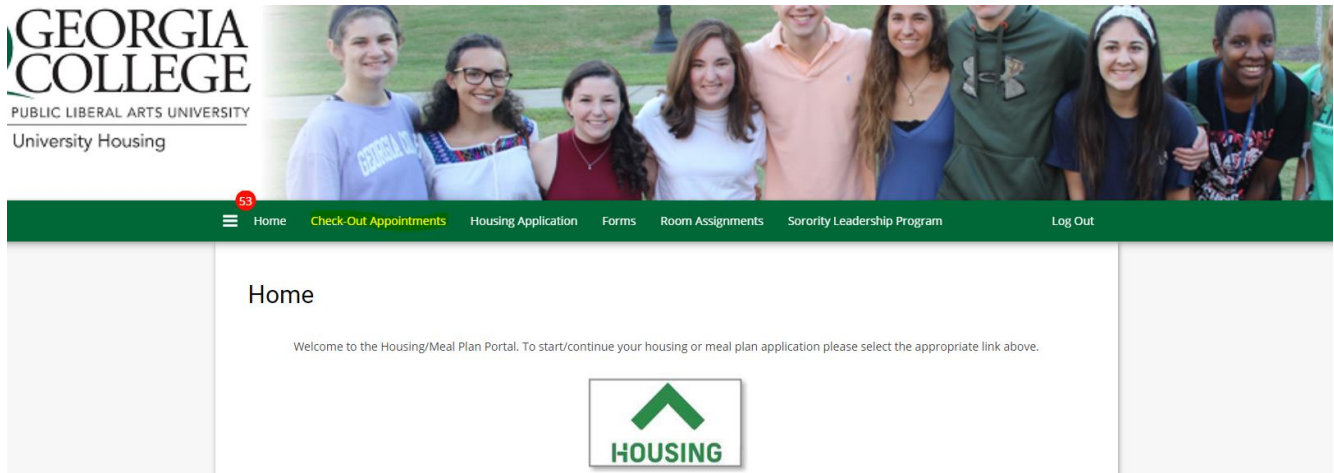


Scheduling a Check-Out Appointment

1. Log into Unify
2. Click on the “Service Apps” tab at the top of the screen
3. Click on the “Housing Application” icon (icons are in alphabetical order)
4. If the housing portal does not open, you will need to allow pop-ups for the site
5. Click the “Check-Out Appointments” link at the top of the screen



The screenshot shows the Georgia College University Housing portal. At the top left is the Georgia College logo with the text "PUBLIC LIBERAL ARTS UNIVERSITY" and "University Housing". To the right is a photo of a diverse group of students. Below the photo is a green navigation bar with a menu icon and the following links: Home, Check-Out Appointments (highlighted in yellow), Housing Application, Forms, Room Assignments, Sorority Leadership Program, and Log Out. The main content area has a heading "Home" and a welcome message: "Welcome to the Housing/Meal Plan Portal. To start/continue your housing or meal plan application please select the appropriate link above." Below the message is a green house-shaped icon with the word "HOUSING" underneath it.

6. Read the information on the screen, verify your cell phone number, and then click the “CONTINUE” button

Selecting Your Check-Out Time

On the next page you will be able to select a check-out time. Please note that students can only schedule one check-out time. If you would like to change your check-out time, you will need to cancel your current time before selecting a new one. You can view available times before cancelling your current time.

Please Verify Your Cell Phone Number Below

If your number is correct, click the "CONTINUE" button to proceed. If edits are needed, please make them before clicking "CONTINUE".

Student Cell Phone Number

555-555-5555

CONTINUE

- 7. You can either select a specific date in the box with the calendar icon, or use the left and right arrows to change the date


Village 4, 5, or 6

My Appointments

You don't have any appointments at the moment

Book an Appointment

Please book an appointment for yourself

Sat. 21 Nov 2020  Day

< TODAY >

Sat, Nov 21, 2020	
10am	10:00am - 1 Available
	10:30am - 1 Available
11am	11:00am - 1 Available
	11:30am - 1 Available

- 8. Choose the day that you would like to check out and then click on the desired time period
- 9. When the confirmation box is displayed, click the “YES” button

Book Appointment

Sat 11/21/2020 10:30 AM for 30mins

Are you sure you want to book this appointment?


10. Your check-out appointment time will now be displayed on the screen and a confirmation will be sent to your GC email address

Village 4, 5, or 6

Appointment booked.

My Appointments

You have reached the maximum appointment limit for Village 4, 5, or 6 Fall 2020 Checkout

Appointment Date	Duration	Description	Location Info
 11/21/2020 10:30 AM	30mins	Village 4, 5, or 6 Fall 2020 Checkout	<input type="button" value="CANCEL"/>


11. If you need to change your check-out time, you must cancel your current time before selecting a new one

Village 4, 5, or 6

Appointment booked.

My Appointments

You have reached the maximum appointment limit for Village 4, 5, or 6 Fall 2020 Checkout

Appointment Date	Duration	Description	Location Info
 11/21/2020 10:30 AM	30mins	Village 4, 5, or 6 Fall 2020 Checkout	<input type="button" value="CANCEL"/>