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

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

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

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