

## Scheduling a Move-In 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 “Move-In Appointments” link at the top of the screen



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Home **Move-In Appointments** Housing Application Forms Room Assignments Log Out

### Home

Welcome to the Housing/M Meal Plan Portal. To start/continue your housing or meal plan application please select the appropriate link above.



6. Read the information on the screen and then click the “CONTINUE” button

### Selecting Your Move-In Time

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

**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

## My Appointments

You don't have any appointments at the moment

## Book an Appointment

Please book an appointment for yourself

Sun, 1 Aug 2021  Day

Sun 1st	
7am	
8am	8:00am - 9:00am 30 Available
9am	9:00am - 10:00am 30 Available
10am	10:00am - 11:00am 30 Available
11am	11:00am - 12:00pm 30 Available
12pm	

8. Each time period will show how many time slots are available to be selected
9. Choose a day with available appointments and then click on the desired time period
10. When the confirmation box is displayed, click the “YES” button

### Book Appointment

Sat 8/8/2020 10:00 AM for 1hr

Are you sure you want to book this appointment?

11. Your move-in appointment time will now be displayed on the screen and a confirmation will be sent to your GC email address

Appointment booked.

## My Appointments

You can only book one appointment for Adams Hall Move-In

Appointment Date	Duration	Description	Location Info	
 8/8/2020 10:00 AM	1hr	Adams Hall Move-In	Adams Hall	<input type="button" value="CANCEL"/>

12. If you need to change your move-in time, you must cancel your current time before selecting a new one

Appointment booked.

## My Appointments

You can only book one appointment for Adams Hall Move-In

Appointment Date	Duration	Description	Location Info	
 8/8/2020 10:00 AM	1hr	Adams Hall Move-In	Adams Hall	<input type="button" value="CANCEL"/>