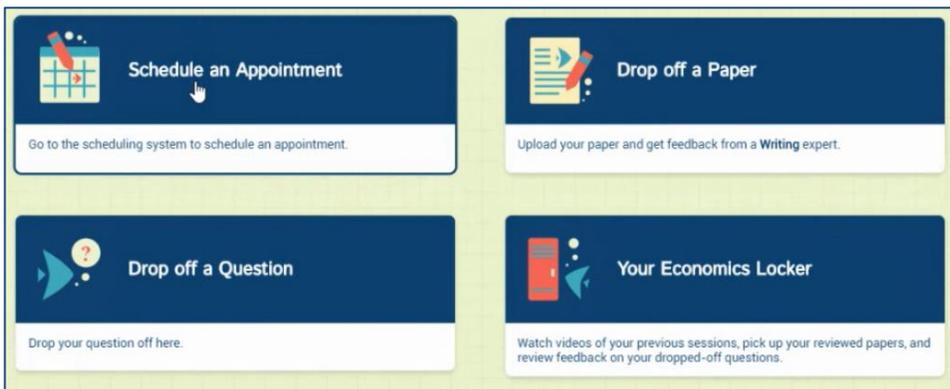


Scheduling Tool for Students

Scheduling an appointment

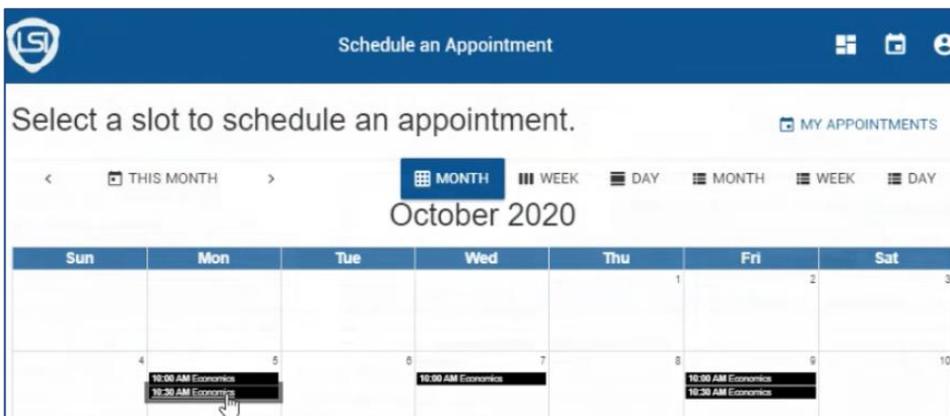
1. Log into Pisces and click the Schedule an Appointment card.



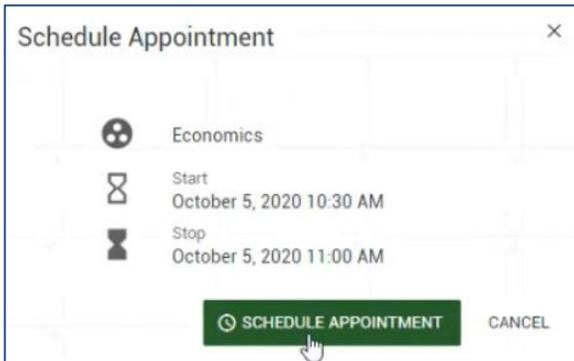
2. Pick which mode you are seeking. (This will vary by subject and school.) When you click Proceed to Scheduling System, it will open in a new tab.



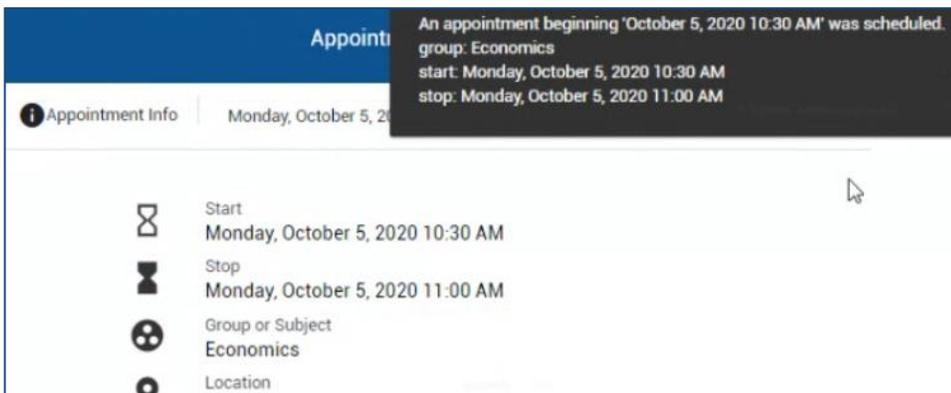
3. Click on the date and time that works for you.



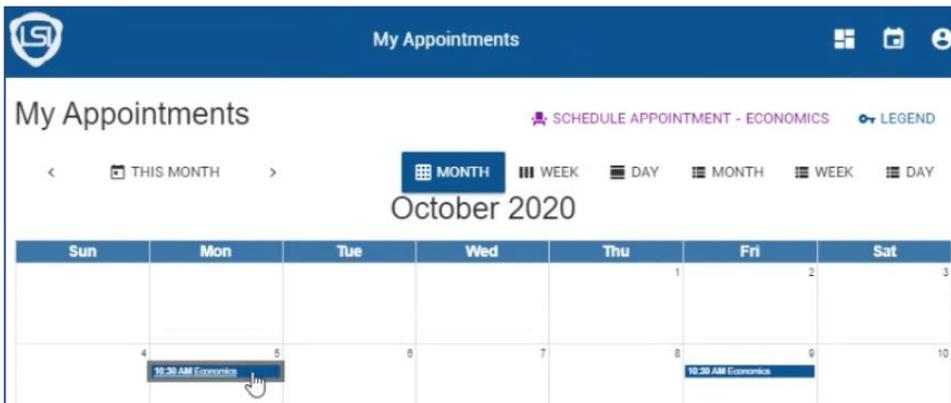
4. Click Schedule Appointment.



5. You'll see confirmation of your appointment.



6. The appointment will also display on the calendar.

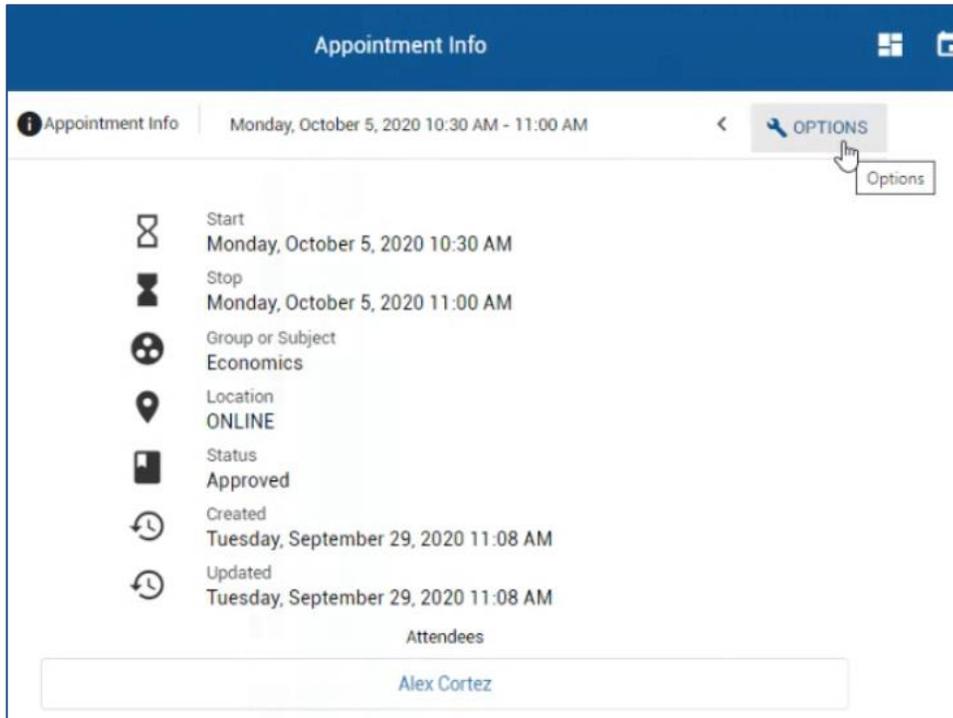


7. Your next appointment will also display on the card on the main dashboard.

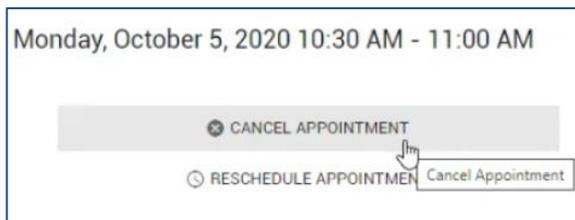


Canceling or rescheduling an appointment

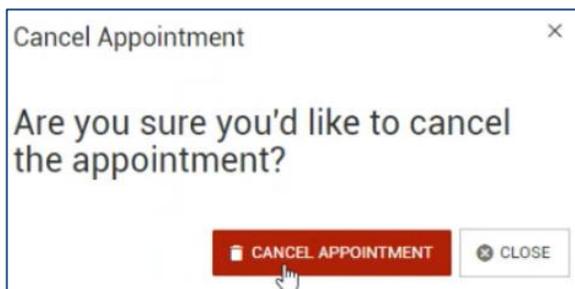
1. Click on the appointment you want to change, then click Options.



2. Click on Cancel Appointment or Reschedule Appointment.



3. If you click on Cancel Appointment, you will be prompted to confirm. Click Cancel Appointment again, then you will receive a confirmation message.



The appointment beginning 'October 5, 2020 10:30 AM' was cancelled.

4. If you click on Reschedule Appointment, you will go through the scheduling process again. Then once you change the date and/or time of your appointment, you will receive a confirmation message.



A dialog box titled "Reschedule Appointment" with a close button (X) in the top right corner. It displays the following information:

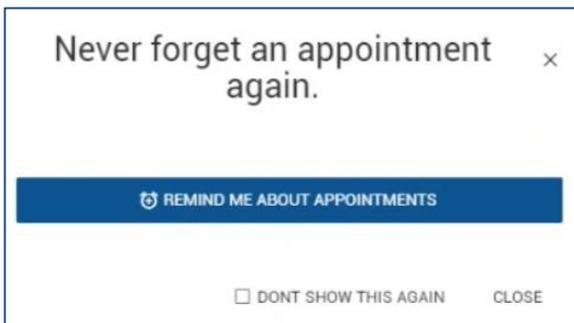
- Subject: Economics
- Start: October 9, 2020 10:30 AM
- Stop: October 9, 2020 11:00 AM

At the bottom, there are two buttons: a green "RESCHEDULE APPOINTMENT" button with a circular arrow icon, and a "CANCEL" button. A mouse cursor is pointing at the "RESCHEDULE APPOINTMENT" button.

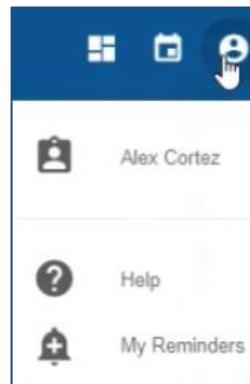
The appointment beginning October 7, 2020 10:30 AM was rescheduled to October 9, 2020 10:30 AM.

Setting up appointment reminders

1. If you do not have appointment reminders set, you will see the option to add them when you go into the scheduling tool. If you have already closed that option, you can get to it again by clicking on your profile icon in the top, right corner then choose My Reminders.



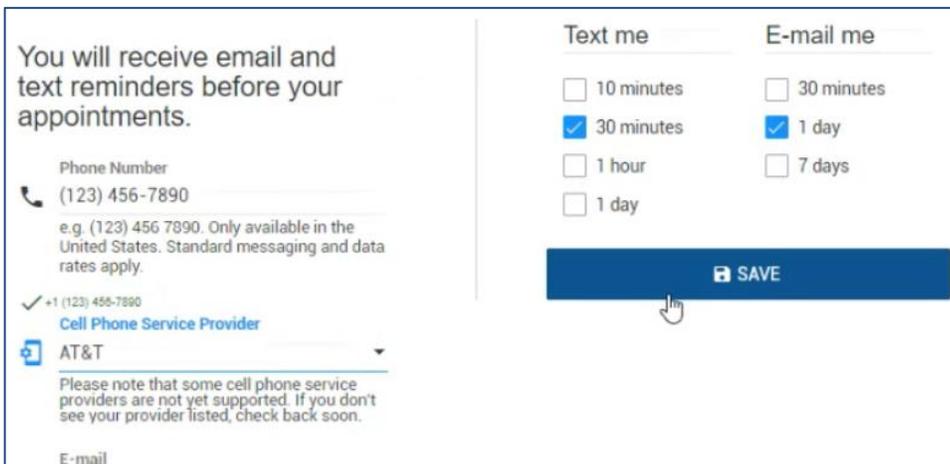
A dialog box titled "Never forget an appointment again." with a close button (X) in the top right corner. It features a blue button with a bell icon and the text "REMIND ME ABOUT APPOINTMENTS". At the bottom, there are two options: a checkbox labeled "DONT SHOW THIS AGAIN" and a "CLOSE" button.



A vertical user profile menu with a blue header. The header contains icons for a window, a calendar, and a user profile. Below the header, the menu items are:

- Alex Cortez (with a profile icon)
- Help (with a question mark icon)
- My Reminders (with a bell icon)

2. Enter your cell phone number and provider. Choose the frequency with which you want to be reminded. (Note that you cannot change your email address; it is already associated with your account.)



A form titled "You will receive email and text reminders before your appointments." It includes the following fields and options:

- Phone Number: (123) 456-7890 (with a phone icon)
- Example: e.g. (123) 456 7890. Only available in the United States. Standard messaging and data rates apply.
- Cell Phone Service Provider: AT&T (with a dropdown arrow)
- Disclaimer: Please note that some cell phone service providers are not yet supported. If you don't see your provider listed, check back soon.
- E-mail: (field partially visible)
- Text me options: 10 minutes, 30 minutes, 1 hour, 1 day
- E-mail me options: 30 minutes, 1 day, 7 days
- A blue "SAVE" button at the bottom.

Questions?

Students should use the Customer Support link in the top right corner of any subject in Pisces for additional technical help.