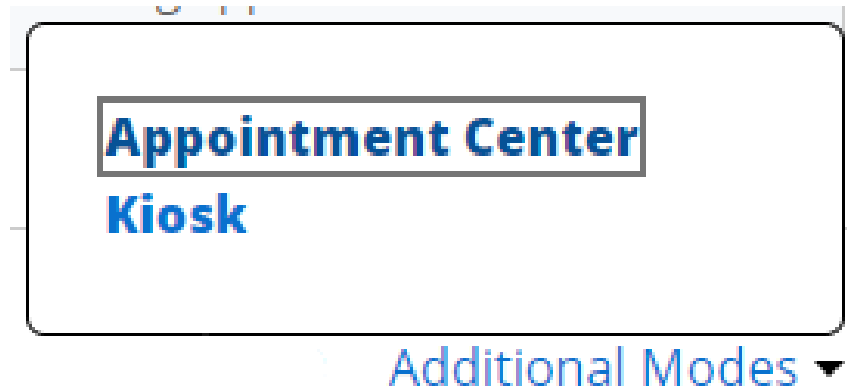




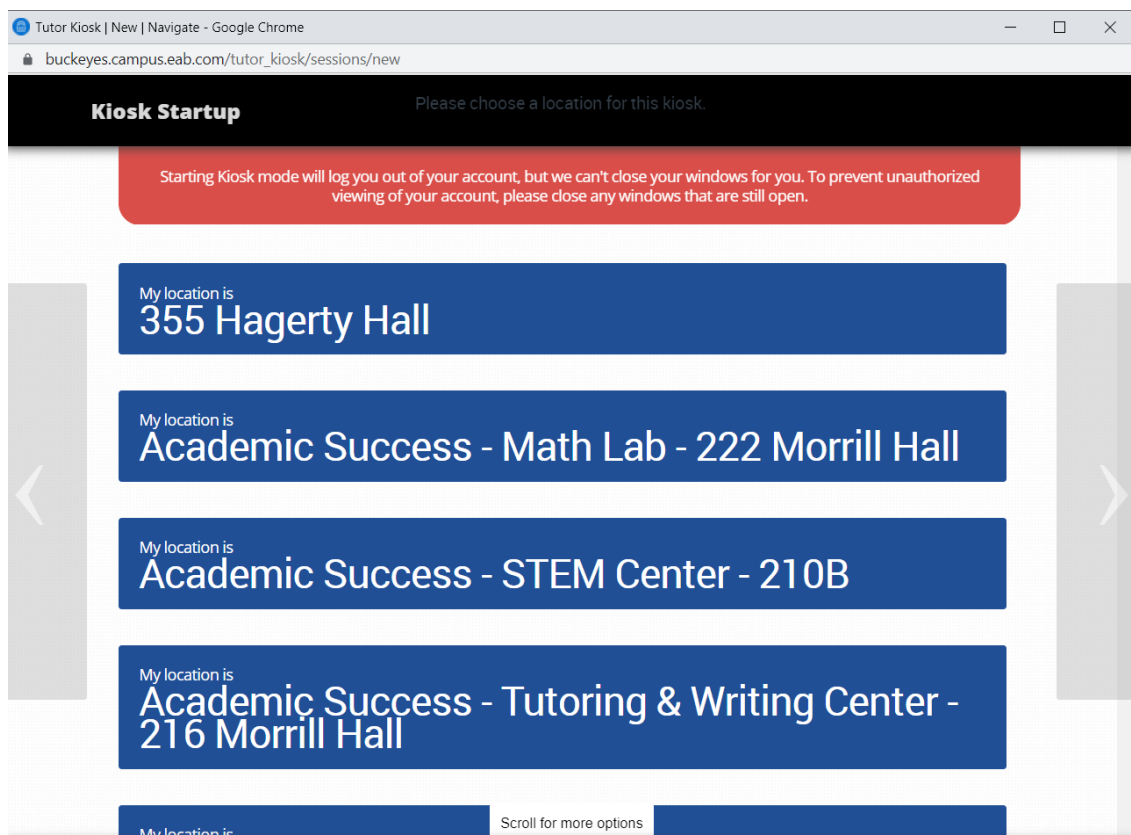
# How to Use the Kiosk

**Kiosks enable self-service check-in** to scheduled appointments, the ability to check into and out of drop-ins and any other student services for which the kiosk functionalities are active.

To launch the kiosk, click on **Additional Modes** at the bottom right of your OnCourse screen, then select **Kiosk**

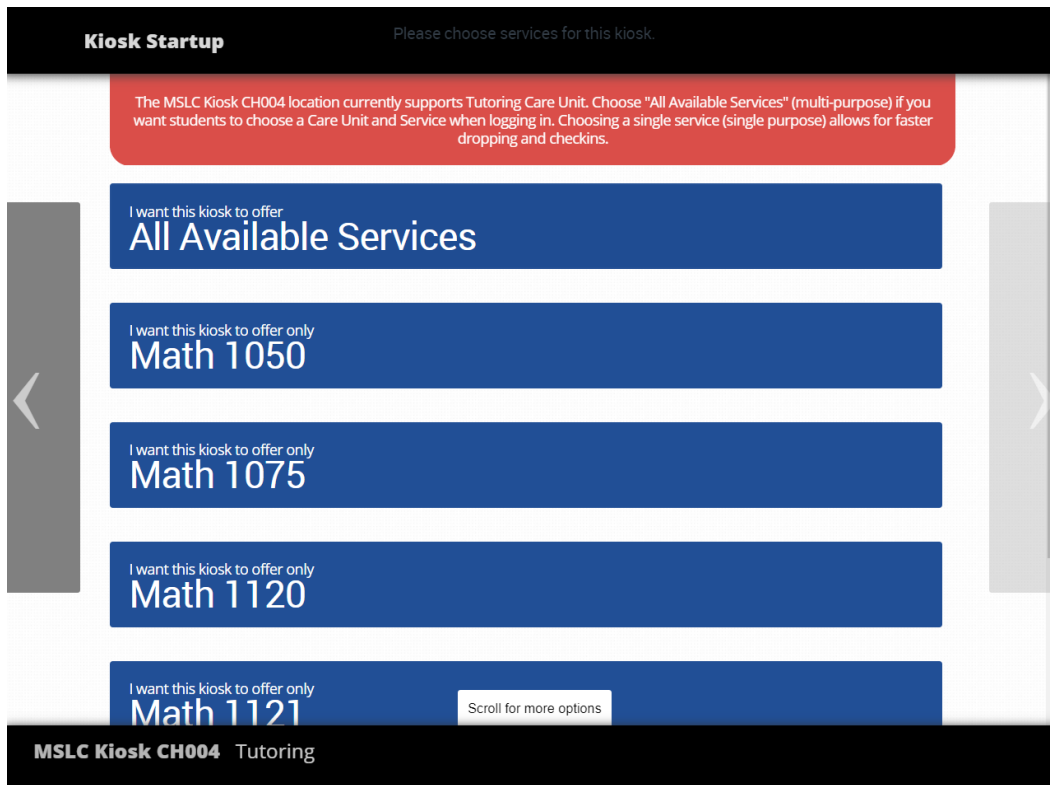


A new window will open and log you out of the previous window. **Select your location** from the list provided.

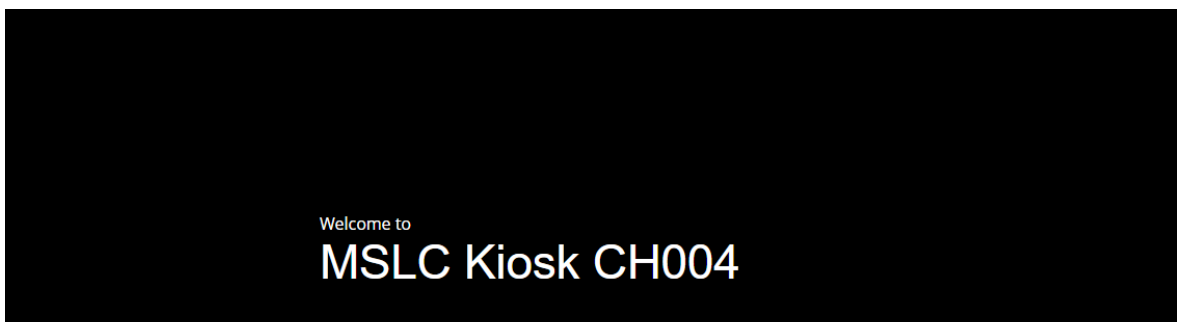




Next you will decide which services you want students to be able to check-in for through the kiosk. If you want all available services, please select **All Available Services**.



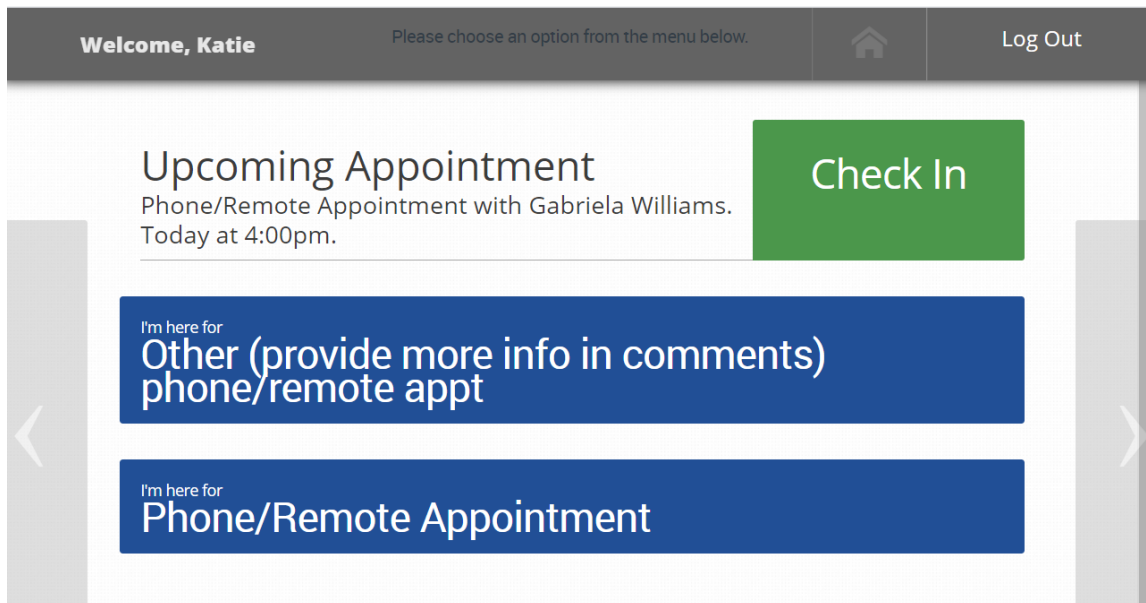
After selecting your service(s) option, you will see the log-in screen. This is where students will either **swipe their BuckID** to check-in, or **enter their student ID number**.



Please swipe your card or sign in with your student ID



Students will then see a list of services they can check in for at that time. If they have a scheduled appointment, they will see a green box at the top of the screen that prompts them to check-in for that appointment.

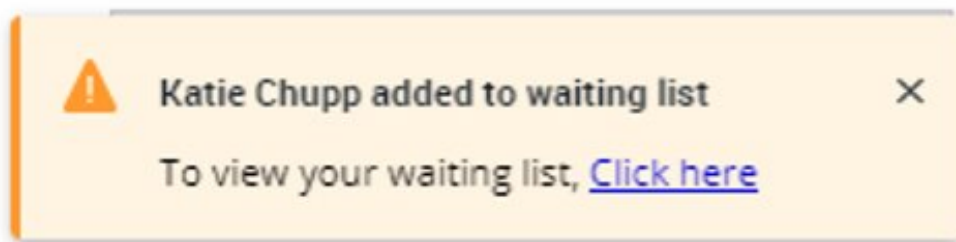


If the student selects a drop-in appointment, they will have the option to select an available staff member or meet with first available person (this is based on your location settings)

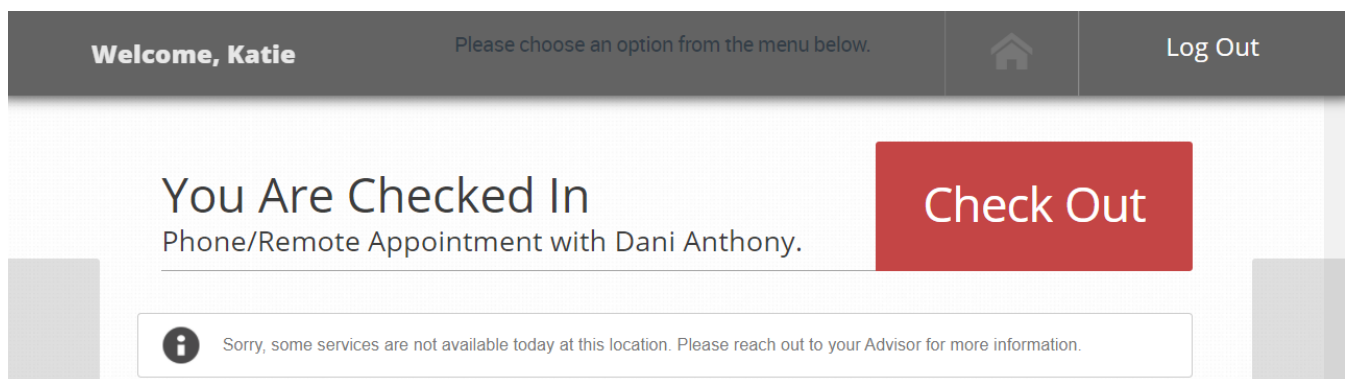




When a student checks-in or drops-in for an appointment, the staff will receive a **yellow notification banner** at the bottom right of their OnCourse screen and also a **red push notification** at the top left.



When the student's appointment is over, they can check out through the kiosk. They would swipe their BuckID or enter their ID number again and select **Check Out**.



If you are interested in enabling the kiosk for your location, please email us at [oncourse@osu.edu](mailto:oncourse@osu.edu)