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**.
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