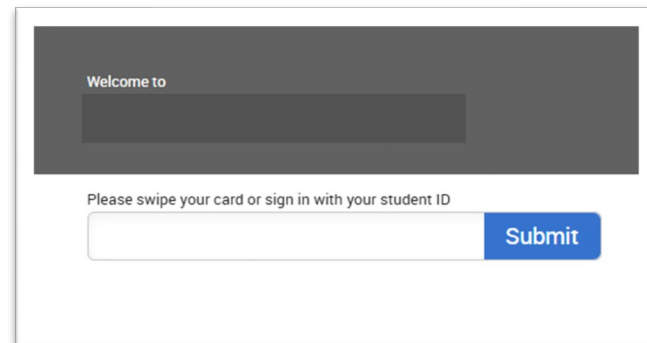
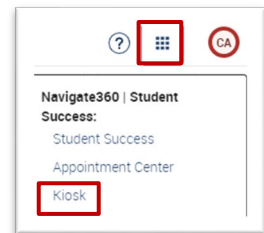


Navigate360: Launching the Kiosk

Kiosks enable self-service student check-ins for appointments, study hall, or other activities.

1. Launch the Kiosk

- From the [Staff Home screen](#), click the grid  in the top right corner and select [Kiosk](#)
- The [Kiosk](#) page will launch
 - **NOTE:** When the kiosk opens, it will automatically log you out of Navigate. Users will need to re-login to reopen the kiosk each time.
- Select your unit's [Location](#)
- Select the [Services](#) in which the student is allowed to check-in for.
- After selecting a [Service](#), the check-in screen will appear. Tap the student's phone, swipe the student's card, or type their E# if they don't have their ID and click [Submit](#).
 - **NOTE:** The student will need to swipe out at the end of their visit.
- Select [the first available](#) for the student to be added to the Location's appointment queue.



2. Managing Appointments in the Queue

- When student's check-in to the appointment queue, users at the [Location](#) can manage drop-in appointments under the [Appointment Queue](#) tab on the [Staff Home](#).
- Set [Notification Methods](#) to [Ding](#) and/or [E-mail](#) to be notified when a student is sitting in the queue
- Student's check-in for a drop-in appointment will show display in the table under [Students Check In For Drop-Ins With Me](#).
- Click the checkbox beside the student's name, click [Actions](#).
- Click [Start Appointment](#) to initiate the Appointment Summary box and record their visit.
 - **NOTE:** Users can also [Checkout](#) or [Remove](#) the student from the queue.

