
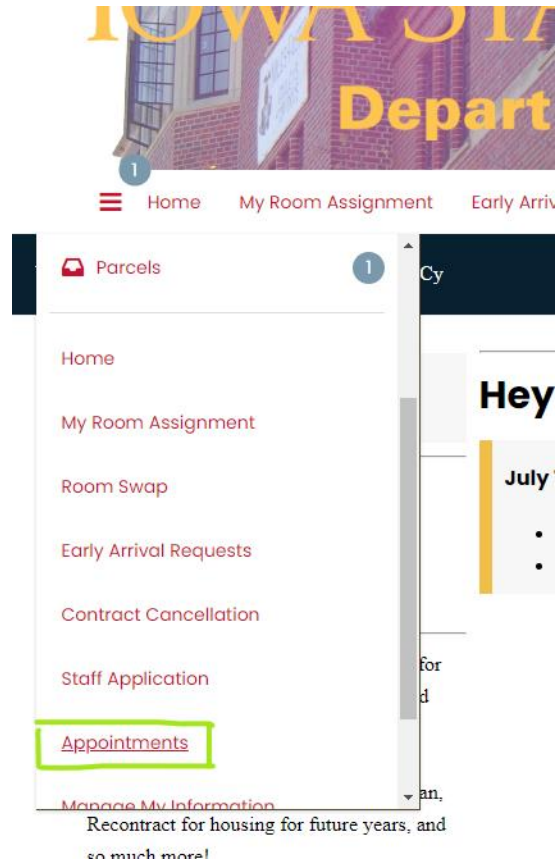


How To: Make an Appointment

Log into your student Housing Portal account

Click on the  Menu button next to Home

Then scroll and click on [Appointments](#)



Click on [> 2022 Summer to Fall Transitions](#) to open the timeslots calendar

Appointments

My Appointments

You don't have any appointments at the moment

Book an Appointment

Select appointment type

[> 2022 Summer to Fall Transitions](#)

Then first choose the day that you would like to transition (available transition days will be highlighted in grey)

Next, choose from the available timeslots on your chosen day

Book an Appointment

Select appointment type

2022 Summer to Fall Transitions

Select Date and Time

July 2022 < Today >

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available Timeslots On
Friday, 22 July 2022

12:00 PM	15 mins 6 available	12:15 PM	15 mins 6 available
12:30 PM	15 mins 6 available	12:45 PM	15 mins 6 available
1:00 PM	15 mins 6 available	1:15 PM	15 mins 6 available
1:30 PM	15 mins 6 available	1:45 PM	15 mins 6 available
2:00 PM	15 mins 6 available	2:15 PM	15 mins 6 available

You will get a pop up to **Confirm Booking**, double check that the time is correct

Then select **Confirm**

Confirm Booking

Do you want to book this appointment?

2022 Summer to Fall Transitions
Friday, 22 July 2022
12:15 PM
15 mins

Confirm Undo

The chosen timeslot will then be added to your **Appointments** page

Appointments

Booking Confirmed

Thanks for booking an appointment!

[Add To Calendar](#)

My Appointments

Date And Time	Duration	Appointment Type	Location
Friday, 22 July 2022 12:15 PM	15 mins	2022 Summer to Fall Transitions	-

 Add to Calendar

Book an Appointment

Select appointment type

On the day that you have chosen as your transition time, visit the Hall Desk/ Community Center of your Fall 22 assignment

You will be given keys for your new assignment, and you will have 72 hours to move your belongings and return the old keys to your Summer 22 assignment Hall Desk/ Community Center