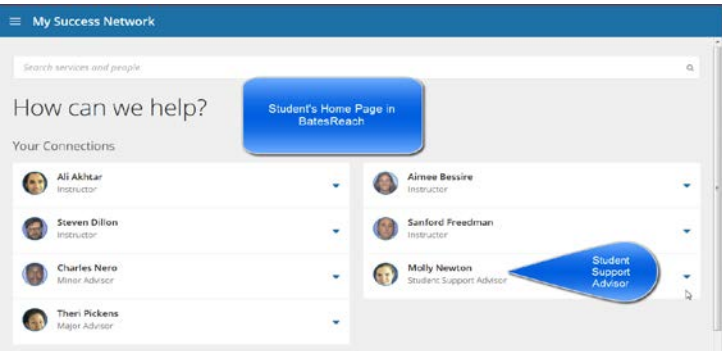
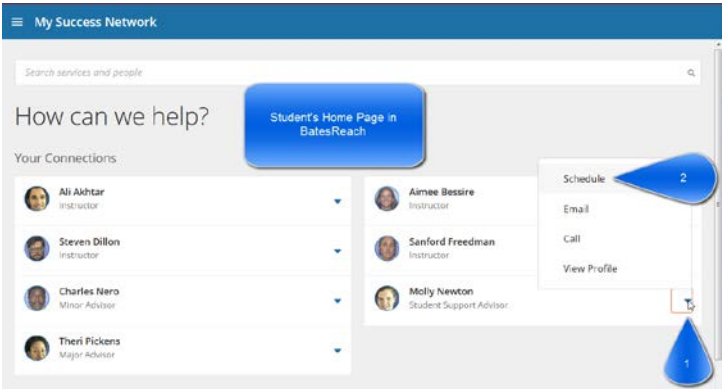
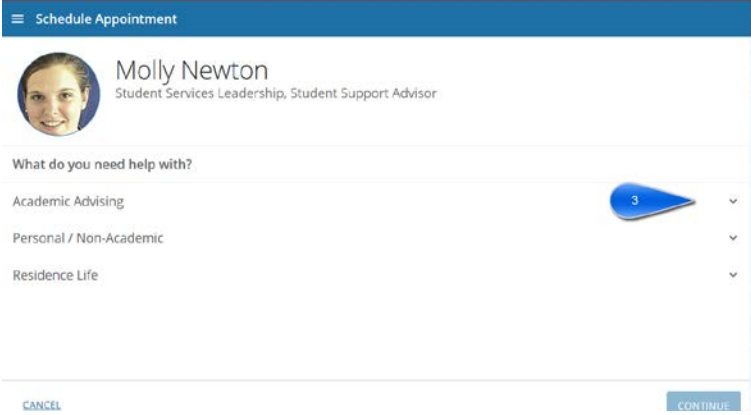
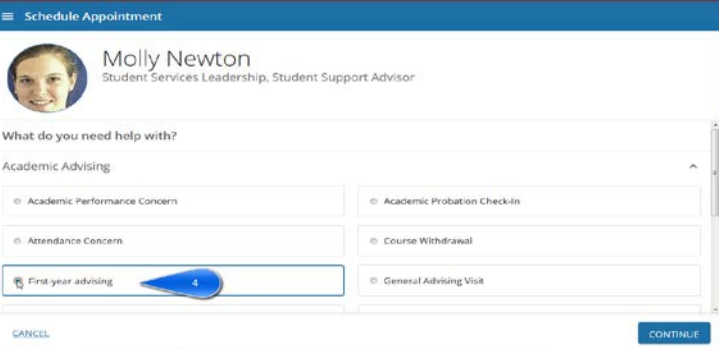
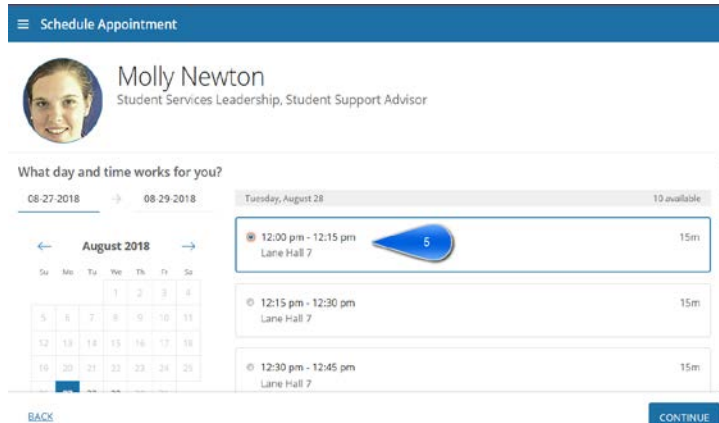
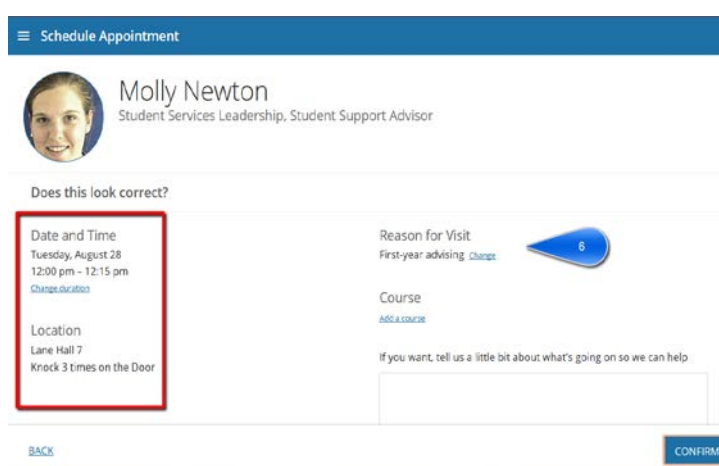


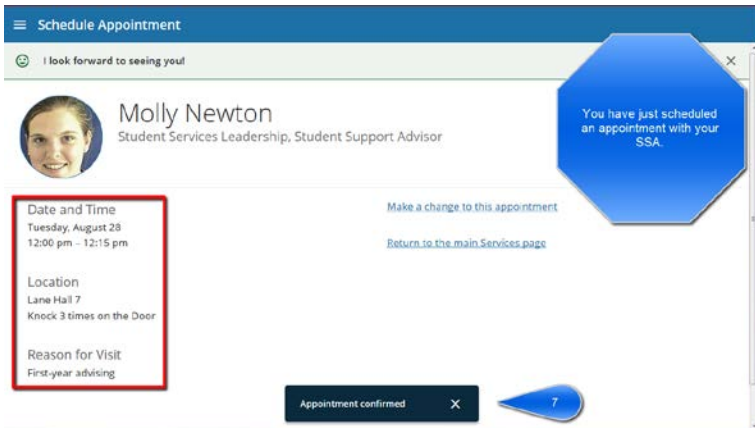
Scheduling an Appointment in BatesReach

	<p>Welcome to the Home Page in BatesReach. When a student logs into BatesReach this is where you will first see your connections.</p>
	<p>Step 1: Click the down arrow next to the connection you want to schedule a meeting with.</p> <p>Step 2: If they have office hours configured in BatesReach the option to schedule a meeting will show up.</p>
	<p>Step 3: Select the purpose for the meeting. In this example the student is selecting “Academic Advising” as the purpose for scheduling a meeting with their SSA.</p>

Scheduling an Appointment in BatesReach

	<p>Step 4: Now select a specific reason for selecting “Academic Advising”. In this example the student is selecting “First-year advising”.</p>
	<p>Step 5: Select a date/time that is available to schedule your appointment.</p>
	<p>Step 6: Review the details for the meeting and make sure they are correct.</p> <p>If you want to change the date/time, click on “Back” in the lower left hand corner.</p>

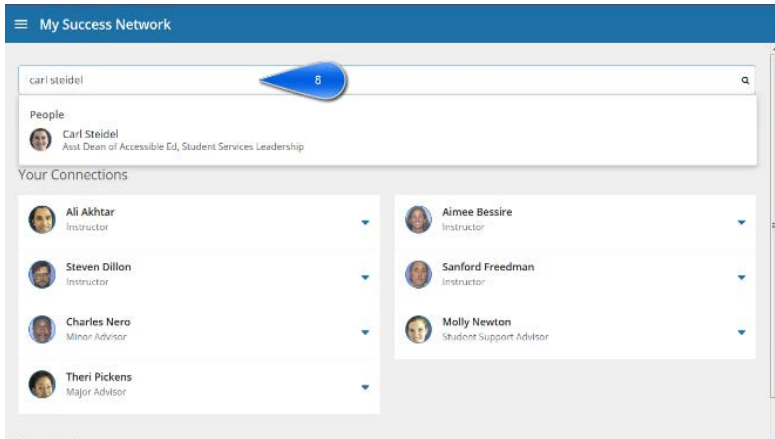
Scheduling an Appointment in BatesReach



Step 7: You will receive a message stating that your appointment has been scheduled.

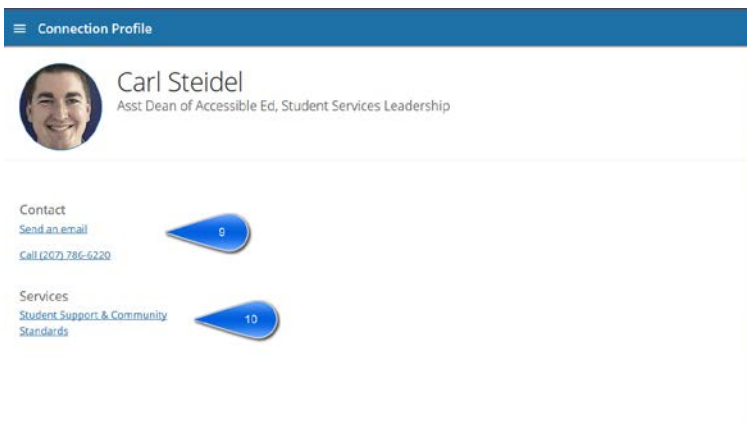
At this point you can make a change to your appointment or simply return back to the home screen.

You will receive a message that you have scheduled an appointment through BatesReach in your email.



What if the person you are trying to schedule a meeting with does not have office hours in BatesReach or they are not part of your connection?

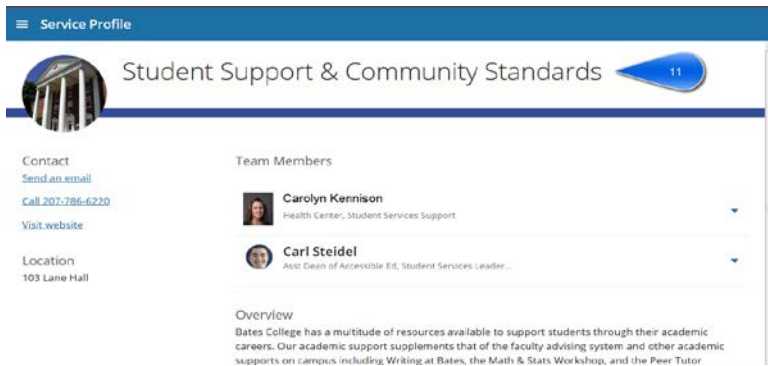
Step 8: You can search for their name in the search field and select their profile.



Step 9: You will find their contact information so you can reach out to them via email or call their office.

Step10: Services include various departments at Bates where you can find additional information either about the department of contacts for those departments.

Scheduling an Appointment in BatesReach



Step 11: For example, within the Service “Student Support & Community Standards” you will see a list of staff that are associated with that service as well as an overview with additional information.