# CardSmart Training
How to Check Students in Through the Advising Kiosk

1. Log in to CardSmart as usual and select **Advising Kiosk** from "Additional Modes" at the bottom right of the screen. A new kiosk window will open.

Appointment Center
Tutor Center
Advising Kiosk

Additional Modes ▾

> **Don't Forget**
>
> Once you have the kiosk up-and-running, be sure to close the other CardSmart window so that students only have access to the kiosk sign-in.

2. Select **your unit** and then **Multiple Purpose Mode.**

Kiosk Setup
Follow the steps provided to set up the kiosk mode at this location.

Choose the Location for this Kiosk

Cards Career Navigator Workshop Ekstrom Library W102

Arts & Sciences

Arts & Sciences - Exploratory

Choose the Kiosk Mode

Single Purpose Mode

Multiple Purpose Mode

3. You will see the Kiosk screen where students enter their ID numbers and then click **Submit**.

> Once a student is signed in, they will be automatically signed out after 30 seconds of inactivity.

Please swipe your Student Card (or enter your ID):

Submit
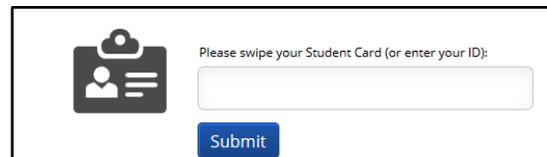
4. Students will be asked, "What would you like to do today?"
   They can then select the reason for their appointment from the following list:

What would you like to do today?

AA Career Planning
AA Co-Curricular
AA Degree Audit
AA External Transfer
AA Flight Plan Milestones
AA General Appt. Camp.
AA No Reason Specified
AA Student Success
Leave the Kiosk
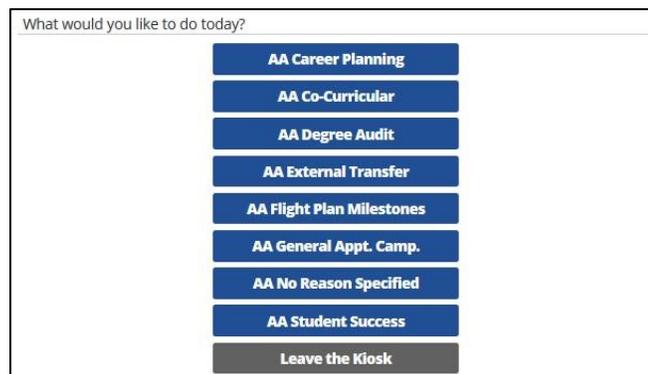
5. After students select a reason ("AA Degree Audit" for instance), they will select **Add yourself to the current waiting list**.

Add yourself to the current waiting list

Make an Appointment

NOTE:
If you do not want students to make appointments, you will need to include that in your instructions. We also suggest putting a sticky note to that effect on the computer screen.
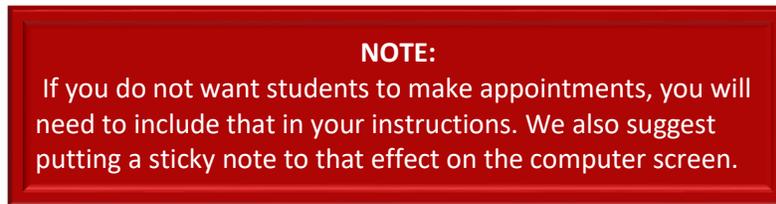
6. Once students select to be added to the current waiting list, they will see the **list of advisors** who are available at that time. (This relates directly to the advisors' set availability and reasons for appointments.) They will also be able to choose **First Available Advisor**.

Select the advisor you want to visit:
Once an advisor is selected, you will be added to the waiting list and the advisor will be notified.

Other Advisors at this Location

Joseph Muscarella(0 waiting)
Current wait:none

Meagan West(0 waiting)
Current wait:none

Marissa Williams(0 waiting)
Current wait:none

First Available

First Available Advisor(0 waiting)
Current wait:none
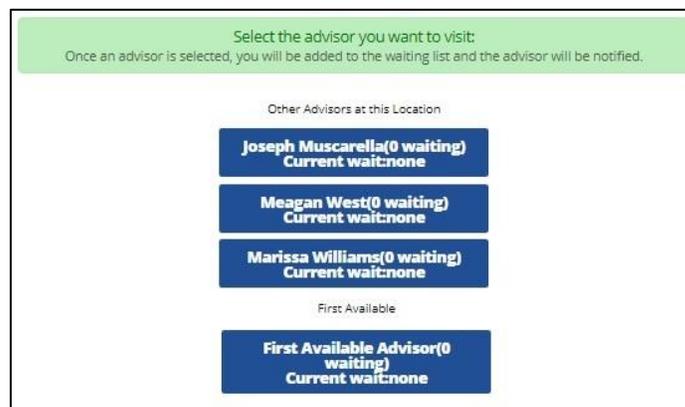
7. Once students make a choice, they receive the following options. They should select **I'm done. Exit the kiosk.** That's it from the student end.

Thanks Katie! You have been added to the first available list.
Please have a seat and wait for the advisor to call on you.

Next Steps...

I'm done. Exit the Kiosk.

Return to Menu
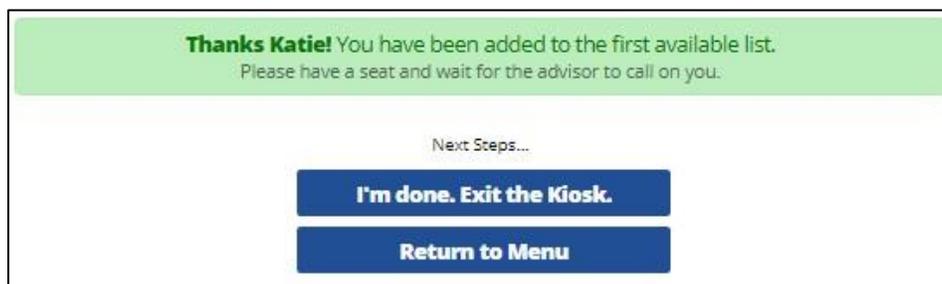
From your perspective as an advisor:

Once the student selects an advisor or first available, you will receive a notification and the student will appear in your queue.

Click on the icon and you will be able to see the name(s) of the student(s) in the queue and the current wait time. Click Start Appt once you are ready to begin with the student.
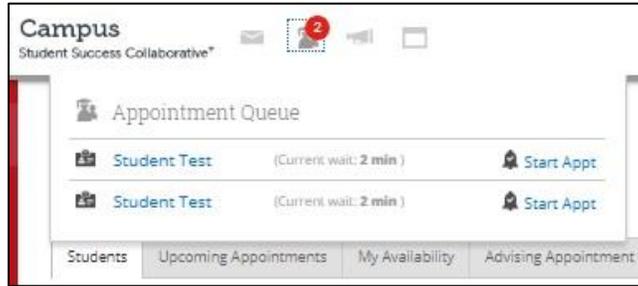
Clicking Start Appt opens the Advising Report.