

# Access and Sign In to Campus Service Kiosk



**What:** Kiosks enable self-service student check-ins for appointments, study halls, or other activities.

**Where:** To open a Kiosk, select **Additional Modes** at the bottom right of the screen and select **Kiosk**. Close any other open windows to prevent any unauthorized data being viewed by students.

**Who:** Kiosks can be a helpful workflow management tool for **staff**, such as **Front Desk Workers**, to track attendance or log **student** activity.

**Conditions:** In order for the kiosk functionality to work as expected, your Application Administrator will need to set up Care Units, Locations, and Appointment Configurations. Staff will need to have set up appointment AND drop-in availability within their care units and locations for time slots to be available for students. [Card Swipe readers](#) need to be configured before they can be used in conjunction with a kiosk (if applicable).



## Feature Overview

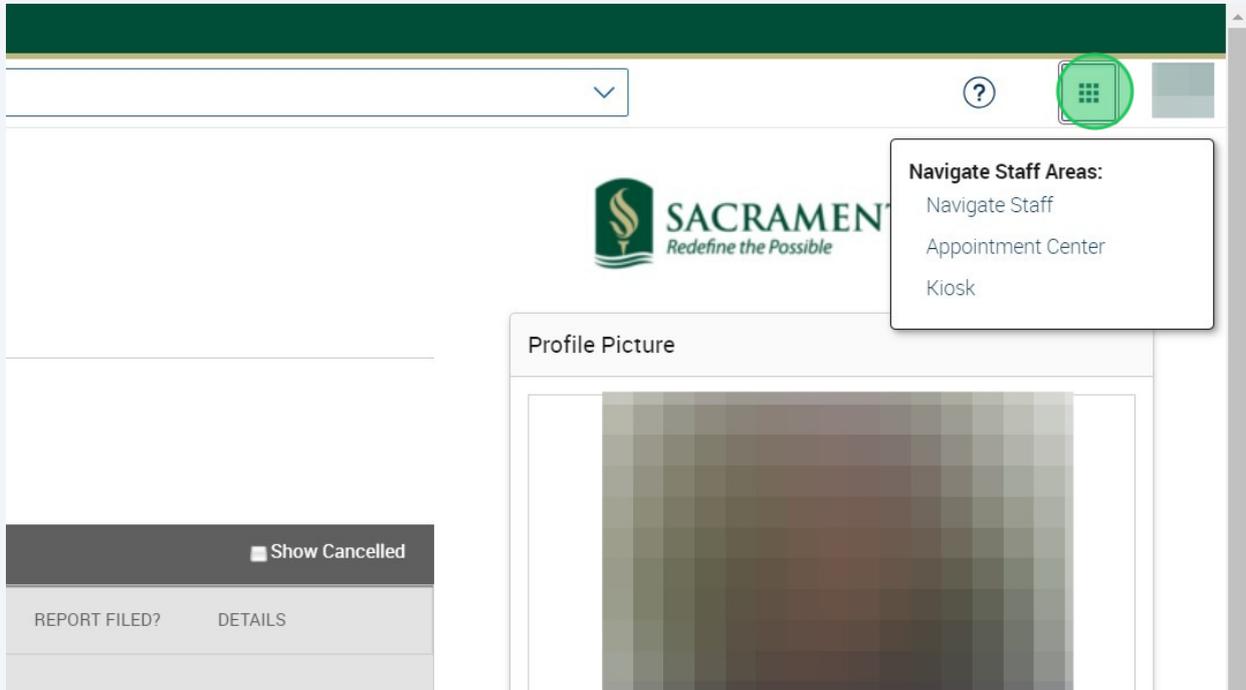
Kiosks enable self-service check-in to scheduled and drop-in appointments, the ability to check into and out of study hall, and any other student services for which the Kiosk functionalities are active. There are three main ways students use Kiosks.

1. As a way to record a visit.
2. As a way to track time for study hall or any other appointment where time needs to be tracked.
3. As a way to make a drop-in appointment with either a specific staff member OR the first available staff member.

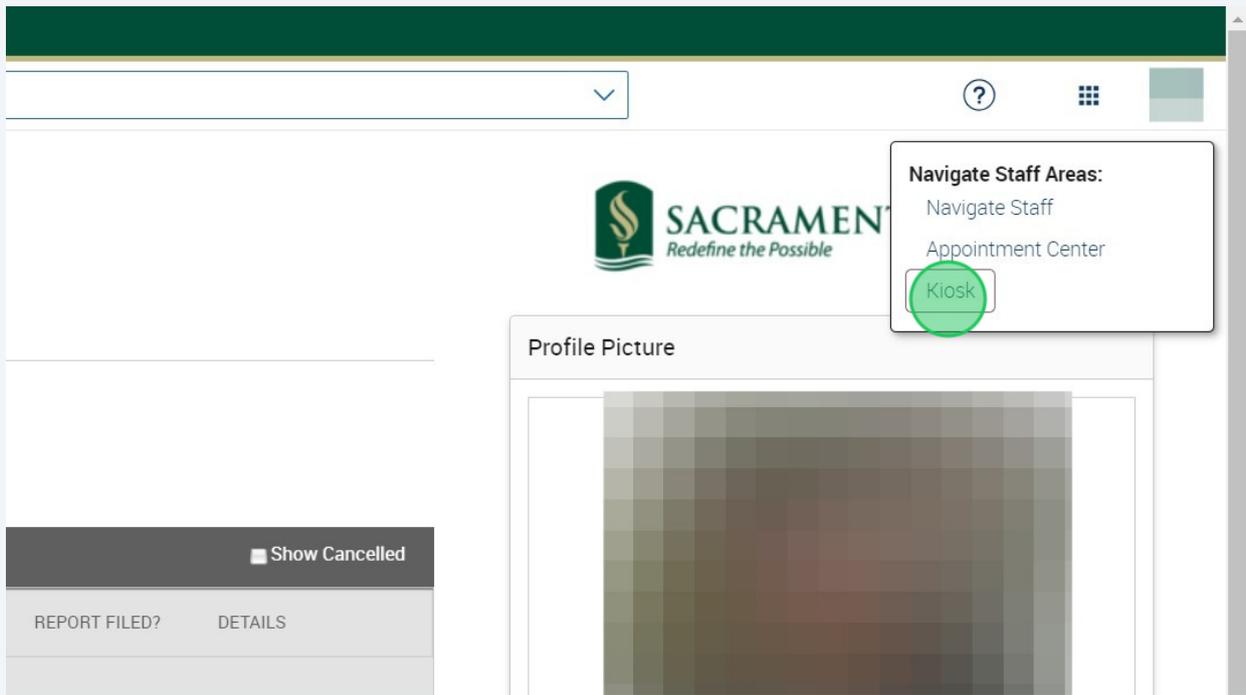
Any laptop or desktop with USB functionality can be used as a Kiosk when a user with the correct permissions logs into Navigate and selects **Kiosk** from the **Additional Modes** menu.

1 Navigate to <https://csus.campus.eab.com/home>

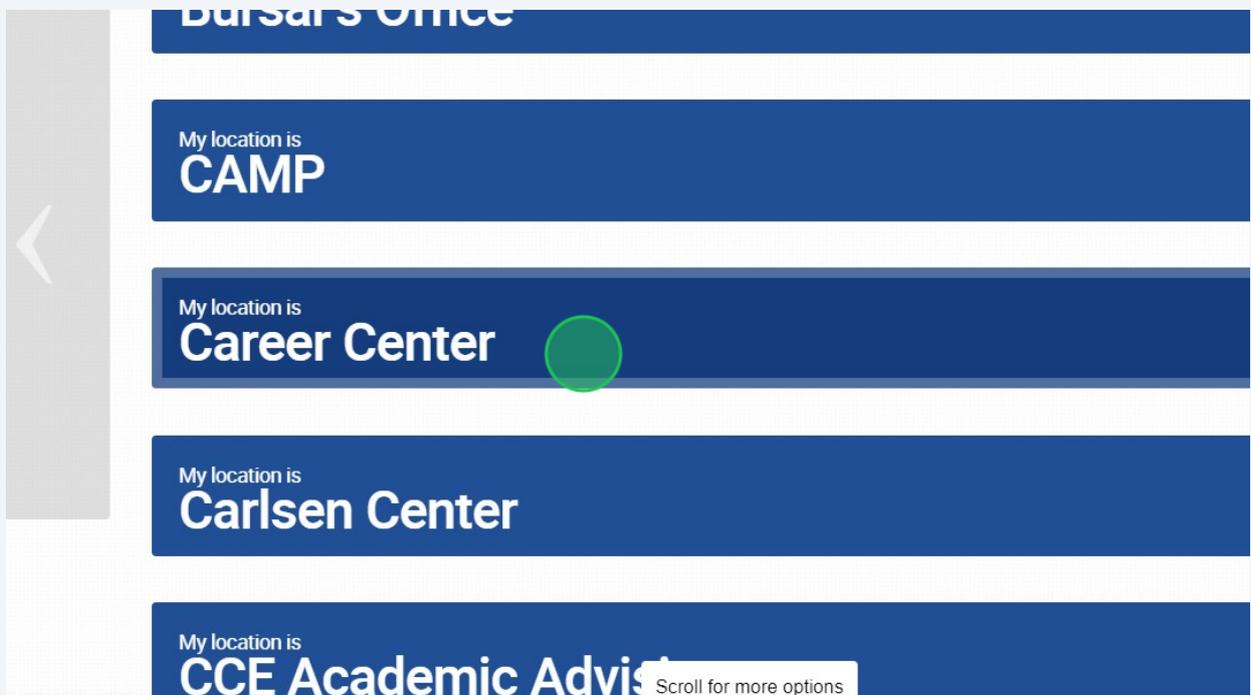
2 Setting up the Kiosks



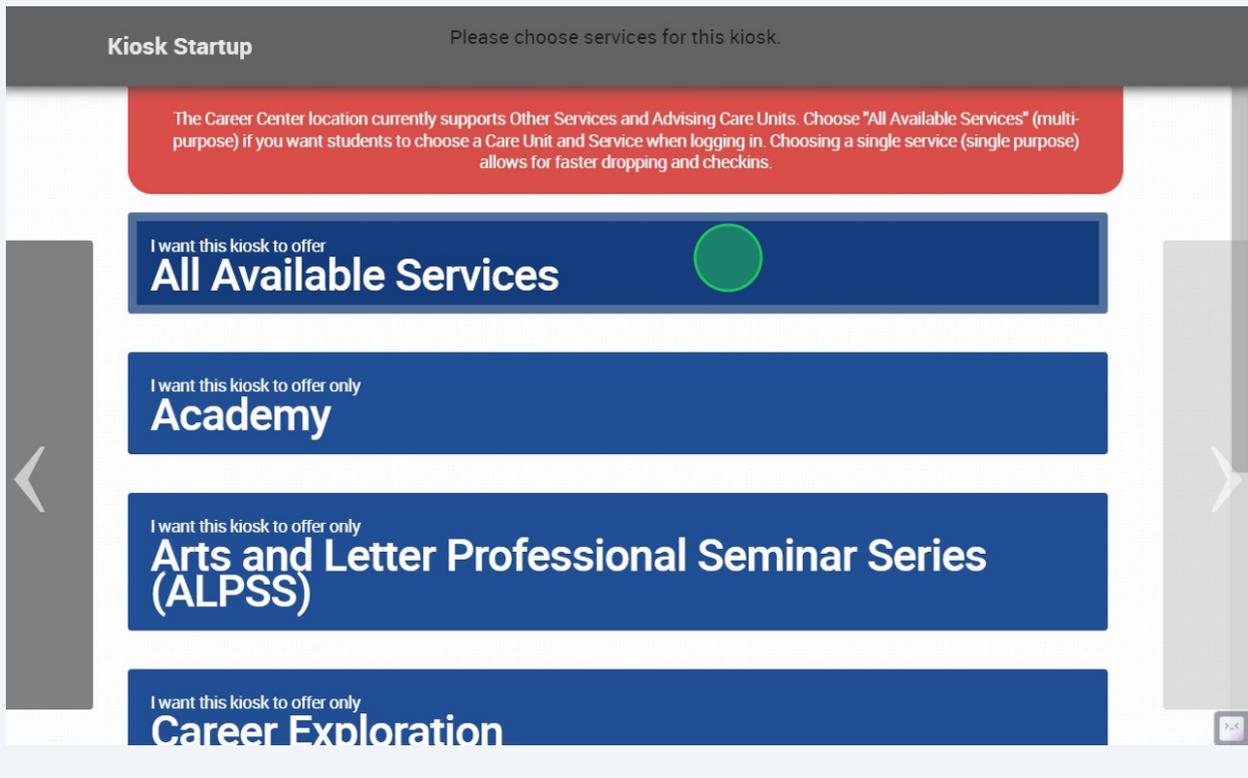
3 Click "Kiosk"



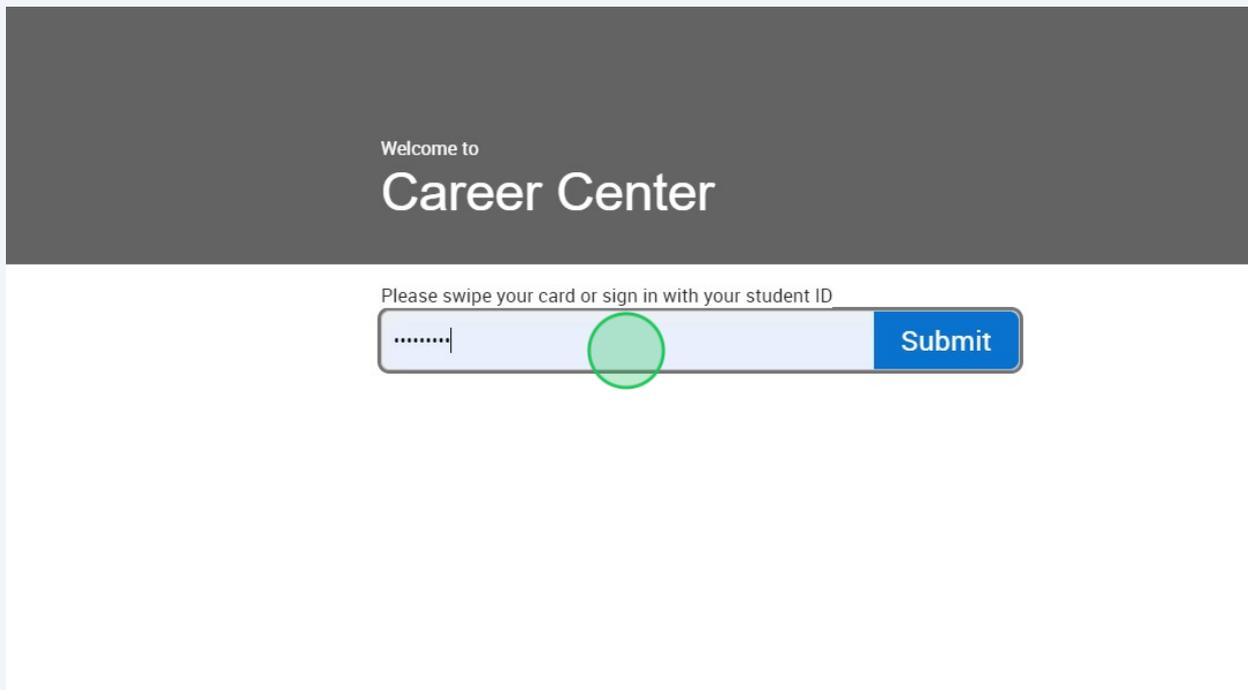
4 Select a location - Click "Career Center"



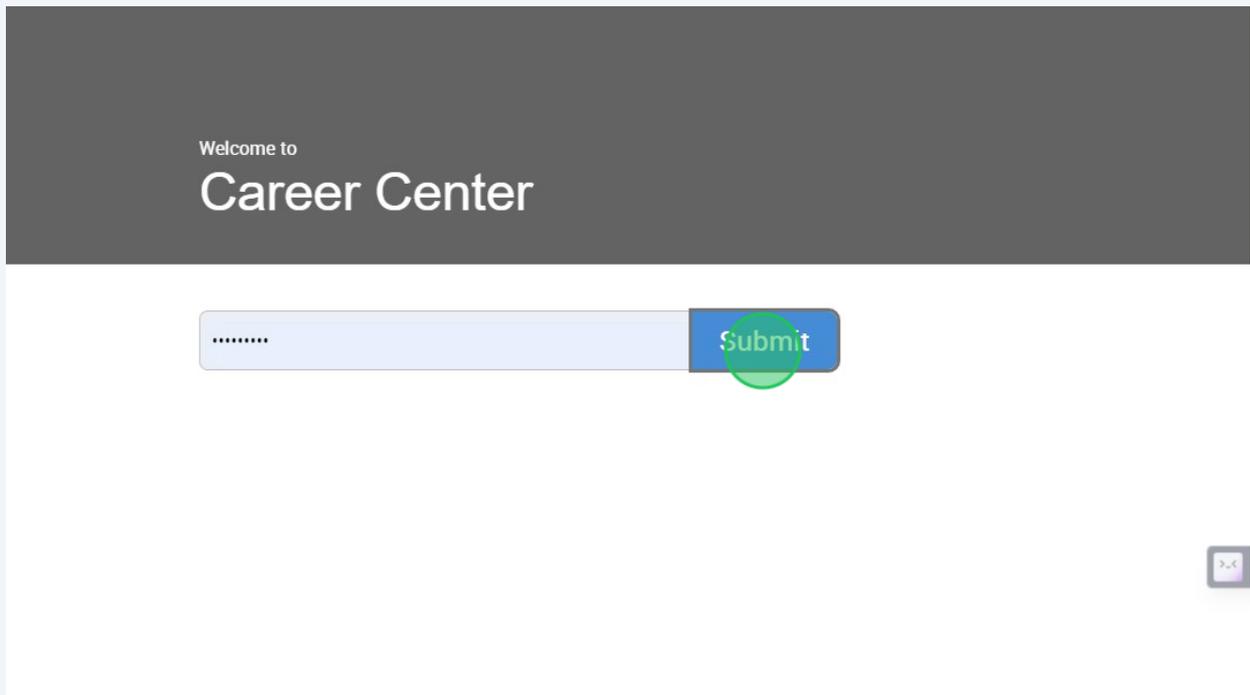
5 Select a Service or "All Available Services" for the day



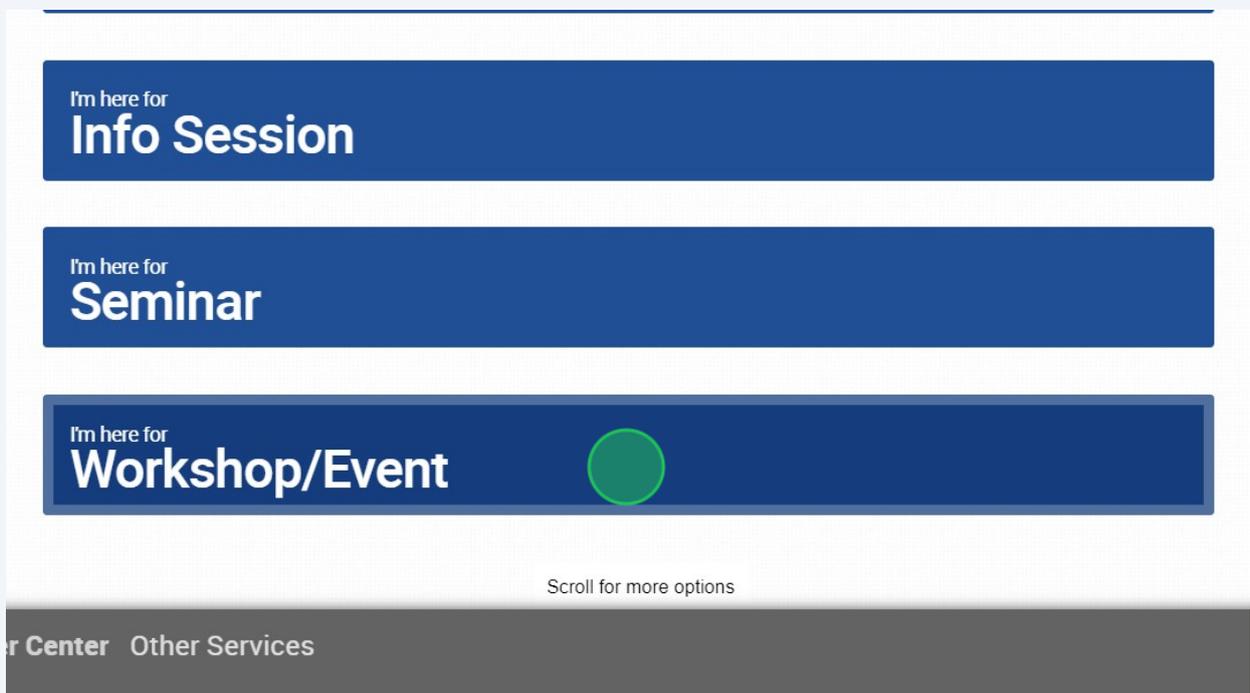
6 Students either swipe an ID card in a card reader or enter their student ID



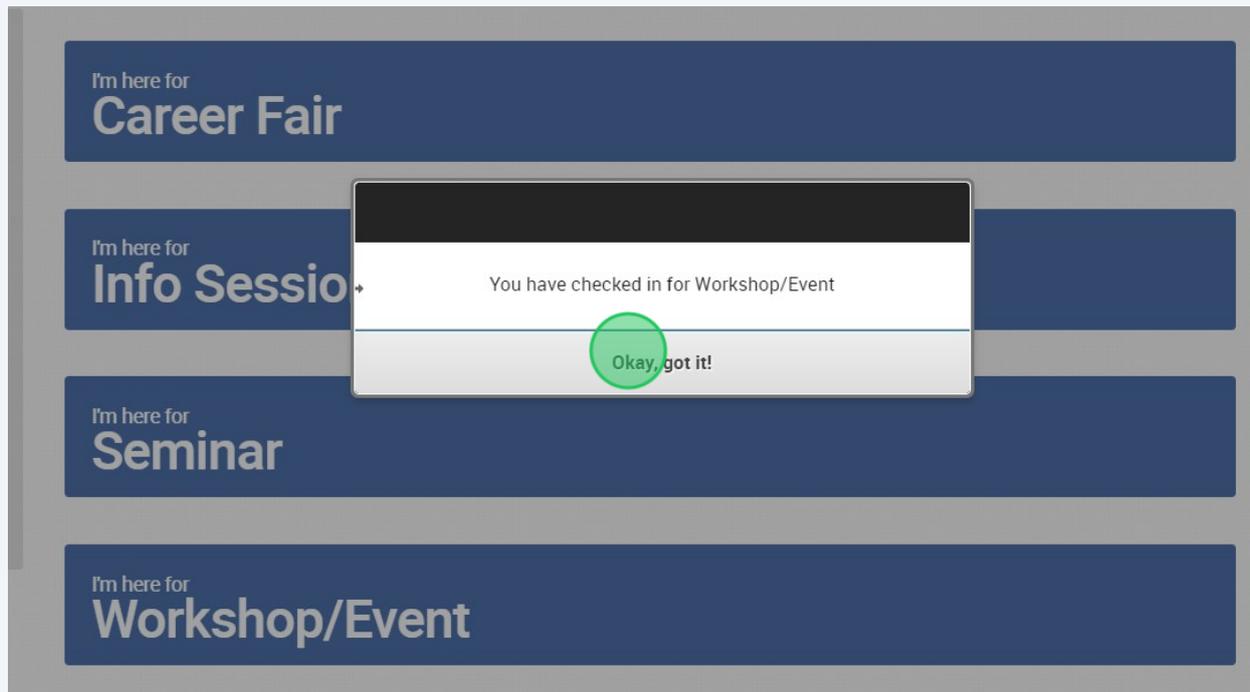
7 Click "Submit"



8 Click a Service "Workshop/Event"



9 Click "Okay, got it!" to be checked in



### Record a Visit

Some student services do not require an appointment nor time tracking. For services like these, students will simply get a confirmation message and the visit will be logged for later Kiosk reporting.

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If the student does not click the **Okay, got it!** button, the Kiosk still resets automatically for the next service.