

# MANUAL APPOINT Students (ENG)

  
appoint

# Content

- 1 Introduction ..... 3
- 2 Logging in ..... 4
- 3 Appointment information ..... 6

# 1 Introduction

Welcome to the manual for students of the VUB. In this manual, we explain how to use Appoint, the flexible appointment management software, to easily schedule your oral exams at times that suit you best.

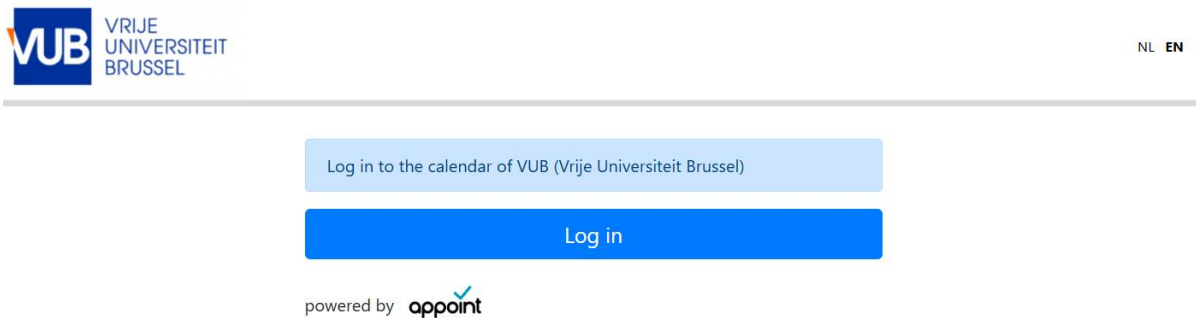
With Appoint, you can quickly find an available time slot and reserve your oral exam in a user-friendly and efficient way. The platform ensures that you always have an overview of your scheduled exams and allows you to check your planning in real-time.

This manual will walk you through the process of using Appoint to quickly and easily book and manage your oral exams. Let's get started!

## 2 Logging in

Through a link in the Canvas course, you can book a time slot for your oral exam or practical exam using Appoint. Your faculty will communicate when this link becomes available.

When you open the link, you will be automatically redirected to the registration page to register for the oral exam.



You click on **Go to the first possible appointment.**

### Make an appointment with Alexander Mattelaer

21 Nov - 27 Nov 2024 < Today > 📅

week day

Thu 21/11	Fri 22/11	Sat 23/11	Sun 24/11	Mon 25/11	Tue 26/11	Wed 27/11
<b>Appointment no longer possible.</b> An appointment is no longer possible on these dates. Please select a different date, or contact your VUB.						
<a href="#">Go to the first possible appointment →</a>						

You will be directed to the following page. Here, you can select the desired time and book an appointment. Note: You can only view one week per page. To book in a different week, click on the arrow next to the date.

### Make an appointment with Alexander Mattelaer

09 Jan - 15 Jan 2025 < Today > 📅

week day

	Thu 09/01	Fri 10/01	Sat 11/01	Sun 12/01	Mon 13/01	Tue 14/01	Wed 15/01
09:00	AVAILABLE	AVAILABLE					

Your information will be automatically filled in. You finalize your appointment by clicking on **Book an appointment**.

Date and Time    Personal data 2

#### Personal data

Surname \*

First Name \*

Email address \*

Student number \*

Remarks

← previous

#### Make an appointment with Alexander Mattelaer

**Location:** Modern Diplomacy  
**From:** Friday 10 January 2025 09:00

#### Reminder and confirmation

I do **NOT** want an automatic reminder of this appointment

E-mail

Send me an automatic confirmation and reminder e-mail address.

Book an appointment →

### **3 Appointment information**

You will receive a confirmation of your chosen time slot via email. A reminder email will be sent shortly before your exam.

As soon as you have booked a time slot, you are registered for the oral exam. Please note, this is not an official registration for the course. Your participation in the exam is only valid if you are officially registered for the course in your SelfService Student account.

After booking your appointment, a confirmation screen will appear. To modify your appointment, follow the instructions provided by your faculty.

Note: Make sure to arrive on time for your exam time slot.

Good luck!