Scheduling a Check-Out Appointment

- 1. Visit my.gcsu.edu
- 2. Login by entering your Bobcats email address and MyGCSU password.
- 3. Scroll down to the "Service Apps" section on the main screen.
- 4. Search for and click on the "Housing Application" link.
- 5. If the housing portal does not open, you will need to allow pop-ups for the site
- 6. Click the "Check-Out Appointments" link at the top of the screen

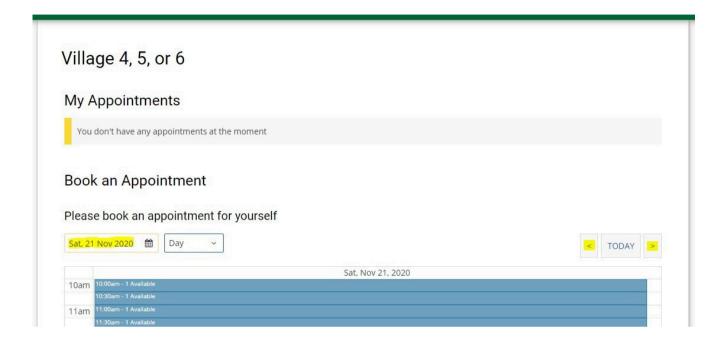


7. Read the information on the screen, verify your cell phone number, and then click the "CONTINUE" button

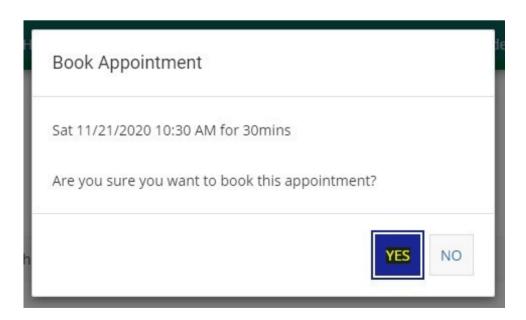
Selecting Your Check-Out Time On the next page you will be able to select a check-out time. Please note that students can only schedule one check-out time. If you would like to change your check-out time, you will need to cancel your current time before selecting a new one. You can view availabe times before cancelling your current time. Please Verify Your Cell Phone Number Below If your number is correct, click the "CONTINUE" button to proceed. If edits are needed, please make them before clicking "CONTINUE". Student Cell Phone Number



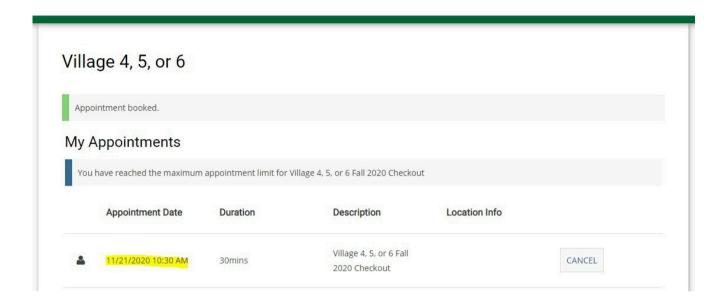
8. You can either select a specific date in the box with the calendar icon, or use the left and right arrows to change the date



- 9. Choose the day that you would like to check out and then click on the desired time period
- 10. When the confirmation box is displayed, click the "YES" button



11. Your check-out appointment time will now be displayed on the screen and a confirmation will be sent to your GC email address



12. If you need to change your check-out time, you must cancel your current time before selecting a new one

