

# 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 available 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

555-555-5555

CONTINUE

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

Village 4, 5, or 6

My Appointments

You don't have any appointments at the moment

Book an Appointment

Please book an appointment for yourself

Sat, 21 Nov 2020 Day

< TODAY >

Sat, Nov 21, 2020	
10am	10:00am - 1 Available 10:30am - 1 Available
11am	11:00am - 1 Available 11:30am - 1 Available

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

Book Appointment

Sat 11/21/2020 10:30 AM for 30mins

Are you sure you want to book this appointment?

**YES** NO


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

Village 4, 5, or 6

Appointment booked.

**My Appointments**

You have reached the maximum appointment limit for Village 4, 5, or 6 Fall 2020 Checkout

Appointment Date	Duration	Description	Location Info
 11/21/2020 10:30 AM	30mins	Village 4, 5, or 6 Fall 2020 Checkout	<input type="button" value="CANCEL"/>


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

Village 4, 5, or 6

Appointment booked.

**My Appointments**

You have reached the maximum appointment limit for Village 4, 5, or 6 Fall 2020 Checkout

Appointment Date	Duration	Description	Location Info
 11/21/2020 10:30 AM	30mins	Village 4, 5, or 6 Fall 2020 Checkout	<input type="button" value="CANCEL"/>