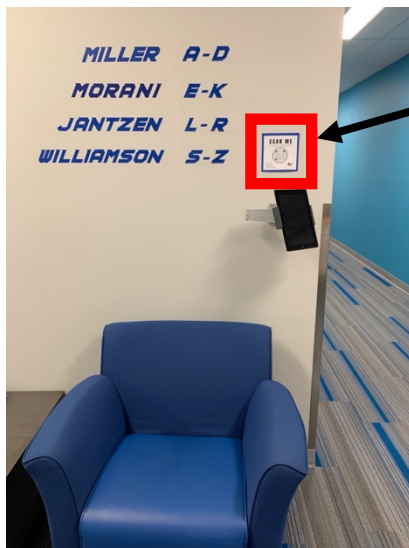


# ***HOW TO SCHEDULE AN APPOINTMENT WITH YOUR COUNSELOR***

## **1. Scanning the QR Code**

There is a QR code on the wall above the iPad in the Counseling Office. Scan the QR code and it will take you directly to the Counseling webpage. Scroll down the page, find your counselor, and click on the link underneath your assigned counselor that says, “Schedule an appointment here”. You will automatically be redirected your counselor’s appointment scheduler.



Scan this QR Code with  
your smartphone.



**Drew Miller**

Counselor

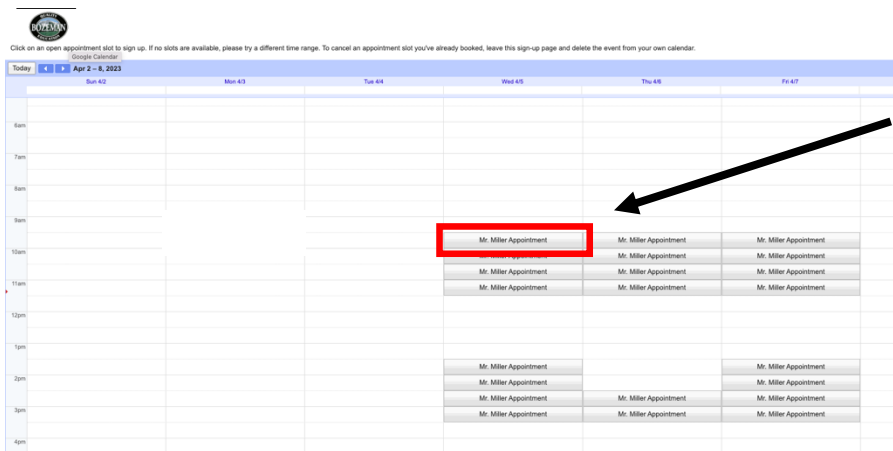
A - D

406-522-4612

[drew.miller@bsd7.org](mailto:drew.miller@bsd7.org)

Schedule an appointment with Mr. Miller [here](#).

Click the hyperlink “here” for  
your assigned counselor. This  
link will redirect you to their  
appointment calendar.



Each gray block on your counselor's calendar is an available appointment. Click on a block that works best for your schedule.

The "Book an appointment" pop-up box will appear. The pop-up box will show you your appointment details (day and time). Your name will auto populate in the "What" field. Appointments will always be held in your counselor's office. Please add a description of what you want to talk about and let your counselor know if you need a pass. Hit the save button. You will receive a confirmation email at your student email address.

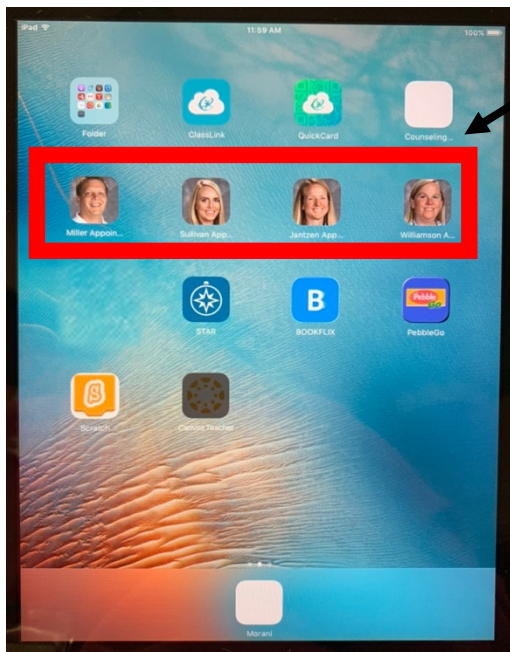
*If you have any questions about scheduling an appointment with your counselor, you can always ask Michaela Dagenais (the Registrar) or any one of the Counseling Office TAs for assistance. If you need immediate assistance, please let Michaela or one of the counselors know.*

## 1. Using the iPad

There is an iPad on the wall above the lounge chairs in the Counseling Office. Click the home button and swipe right to unlock the iPad. Click on your counselor's app icon. This will take you to their appointment calendar. Login using your student email address and password. Choose a date and time that works best for your schedule and save.

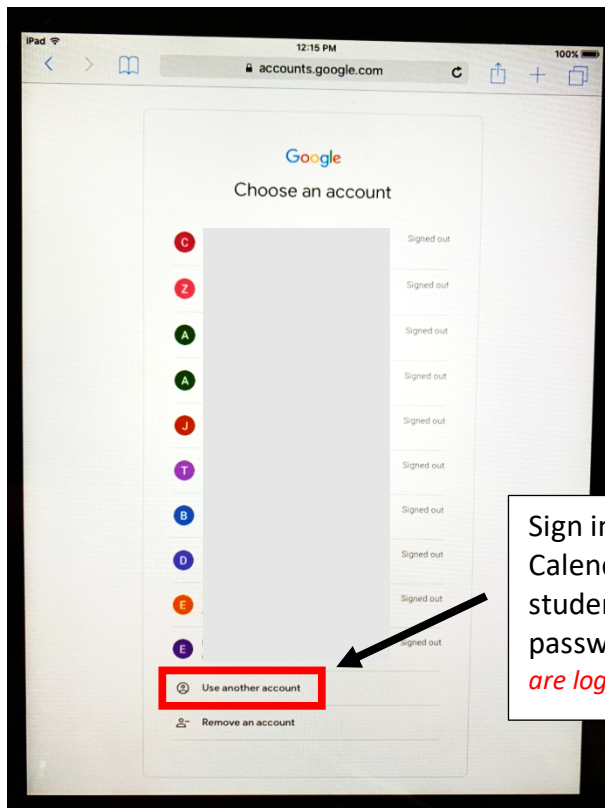


Click the home button on the iPad and swipe right to unlock.

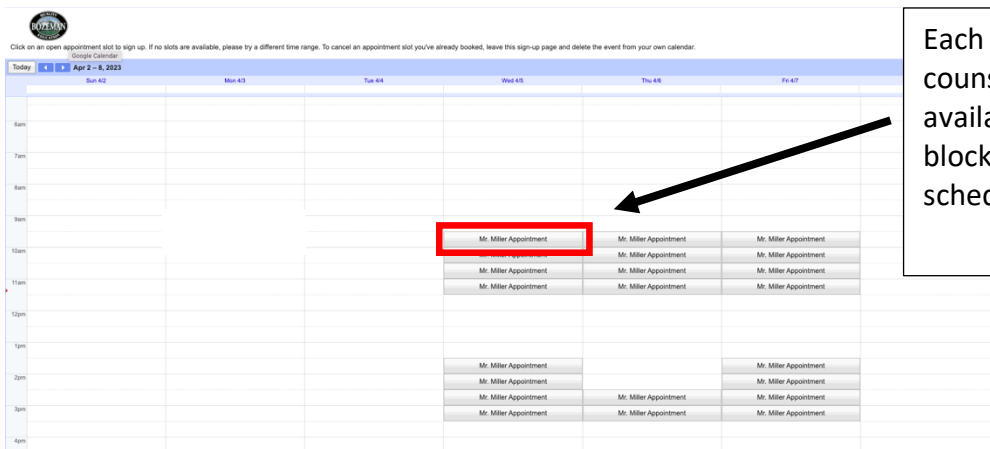


Click on your assigned counselor's app icon. You will be redirected to their appointment calendar.

*\*Make sure you are not logged in to another student's account\*\**



Sign into the Google Calendar using your student email and password. *\*Make sure you are logged into your account\*\**



Each gray block on your counselor's calendar is an available appointment. Click on a block that works best for your schedule.

**Book an appointment**

**What** Mr. Miller Appointment (Student Name)

**When** Wed, April 5, 9:30am – 10:00am

**Who** Michaela Dagenais

**Where** GHS Counseling Office

**Description** Please let me know what we are meeting about and whether or not you need a pass.

**Save** Cancel

The “Book an appointment” pop-up box will appear. The pop-up box will show you your appointment details (day and time). Your name will auto populate in the “What” field. Appointments will always be held in your counselor’s office. Please add a description of what you want to talk about and let your counselor know if you need a pass. Hit the save button. You will receive a confirmation email at your student email address.

*If you have any questions about scheduling an appointment with your counselor, you can always ask Michaela Dagenais (the Registrar) or any one of the Counseling Office TAs for assistance. If you need immediate assistance, please let Michaela or one of the counselors know.*