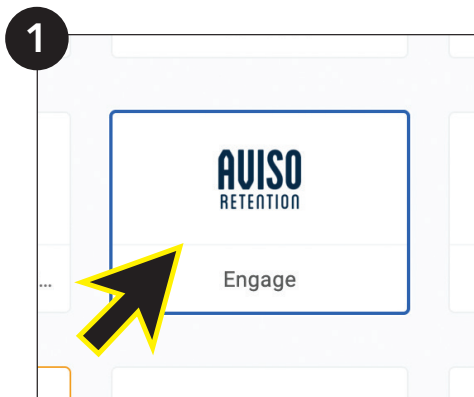
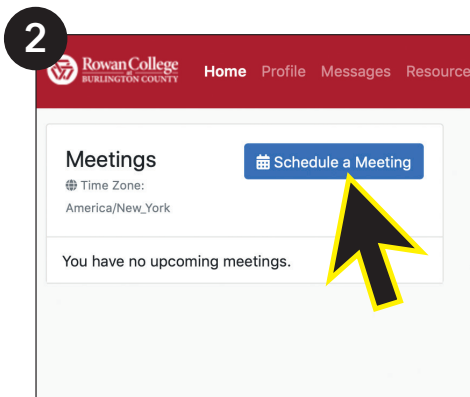


STEP BY STEP: HOW TO SCHEDULE AN APPOINTMENT THROUGH ENGAGE

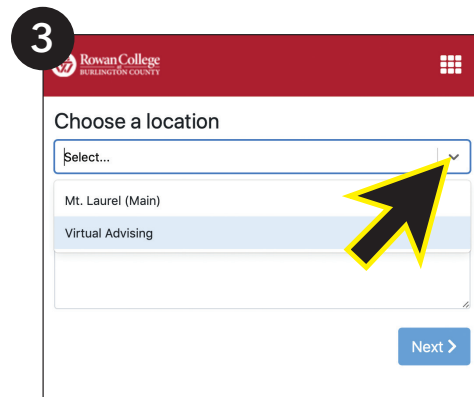


1 Log into your BaronOne account and select the box that says "Engage."

**If this box is not showing up, try selecting the tab that says "Events Email: Everything."*



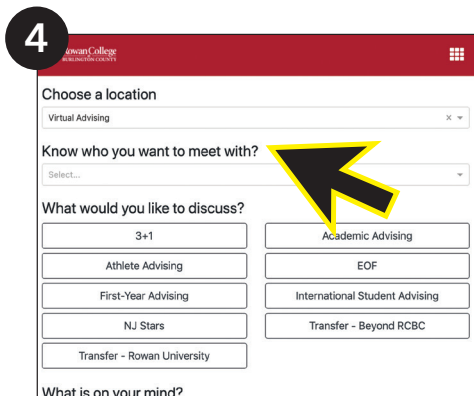
2 Click on the blue "Schedule a Meeting" button on your main dashboard.



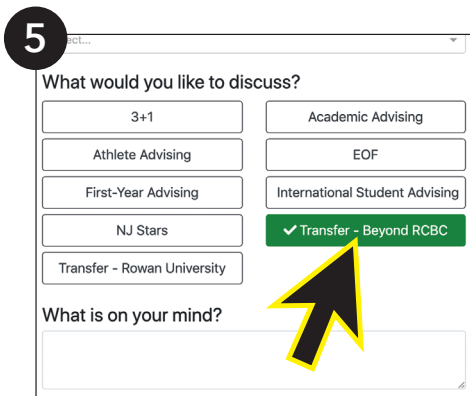
3 Select "Mt. Laurel (Main)" or "Virtual Advising" under the drop down menu that says "Choose a Location."

** If you select Virtual Advising, you will have an option for a video chat (link in calendar invite) or a phone call.*

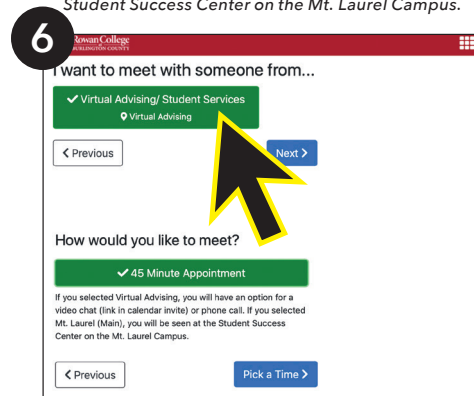
** If you select Mt. Laurel (Main) you will be seen at the Student Success Center on the Mt. Laurel Campus.*



4 Complete this section according to who you want to meet with or leave blank if you're unsure.



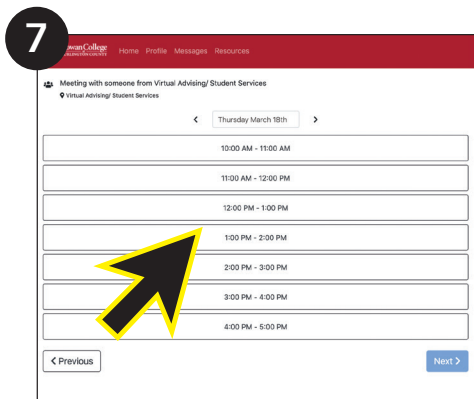
5 Select an option of what you would like to discuss. Leave a brief description of what you would like to discuss in your appointment in the "What is on your mind?" box.



6 Confirm your location selection for either "Virtual Advising / Student Services: Virtual Advising" or "Student Success Center: Mt. Laurel (Main)".

On the day of your scheduled appointment proceed to your selected location. All virtual appointments will have the option to join by video or by phone through your RCBC student Gmail account.

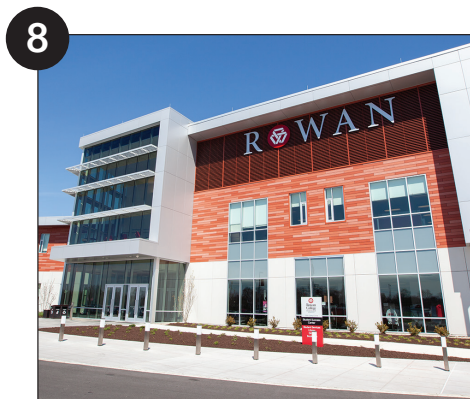
Select "45 Minute Appointment" then click "Pick a Time."



7 Select an available date and time that works well for you. Then, click "Next."

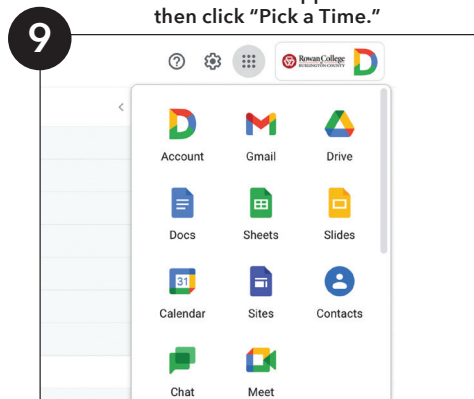
**The arrows next to the date allow you to move from day-to-day.*

Read through all of the information on the next page to ensure it is all correct and click "Save."



8 On the day of your in-person scheduled appointment:

- 1) Come to the Student Success Center on the Mount Laurel Main campus. Please arrive 10 min before your scheduled appointment time.
- 2) Sign in at the front desk and have a seat. The RCBC Student Services team member will greet you at your scheduled time.



9 On the day of your virtual appointment:

- 1) Navigate to your RCBC student email tile found in your BaronOne portal.
- 2) Within your RCBC student email, navigate to the "Meet" option found within the menu in the upper right corner.
- 3) In Google Meet you will see your scheduled appointment. Once there, click on the appointment time to open the meeting page.

**If using a smartphone to access the appointment the Google Meet app will need to be downloaded/installed on the device.*