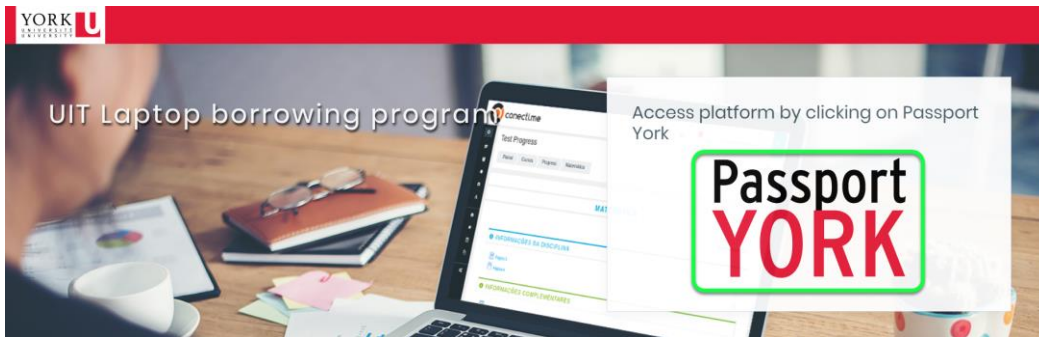
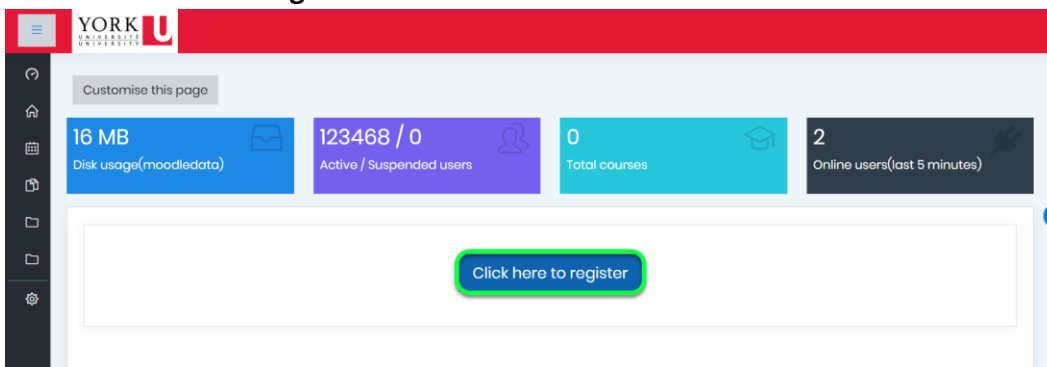


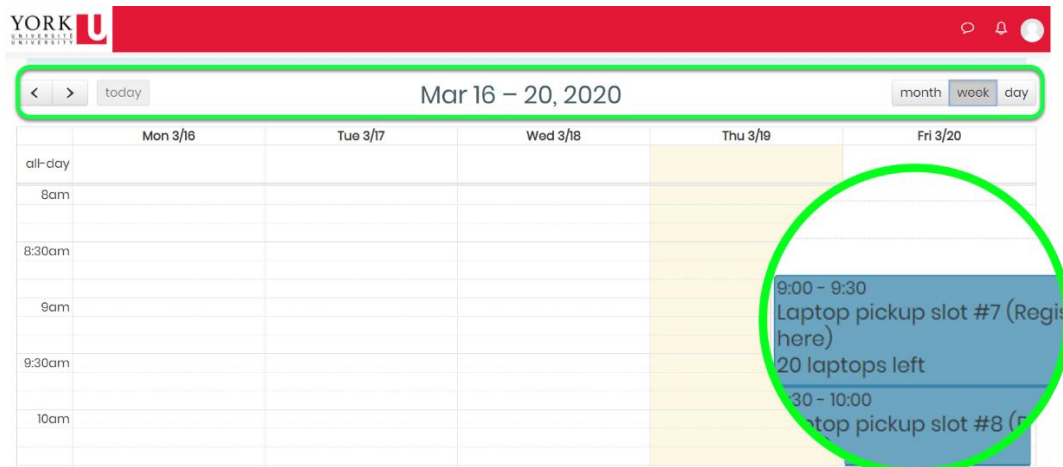
1. First, you'll need to [open the appointment scheduler](#)
2. Next, click on the **Passport York button** and **enter your Passport York username and Password** to log in



3. Select **Click here to register** to continue

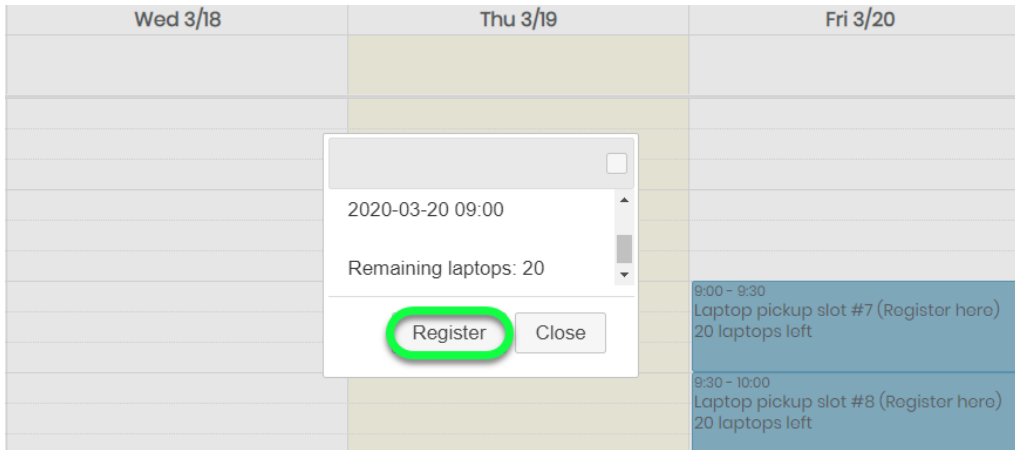


4. Use the selector and arrows to scroll through the list of available appointments. Select any of the available timeslots to **register for your laptop pickup appointment**

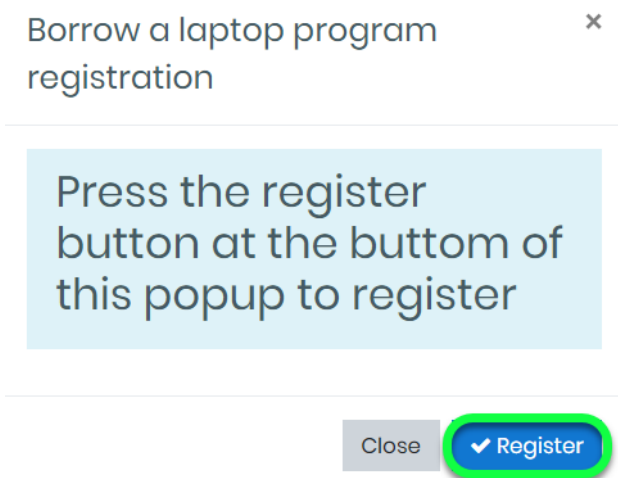


Schedule your Laptop Pickup

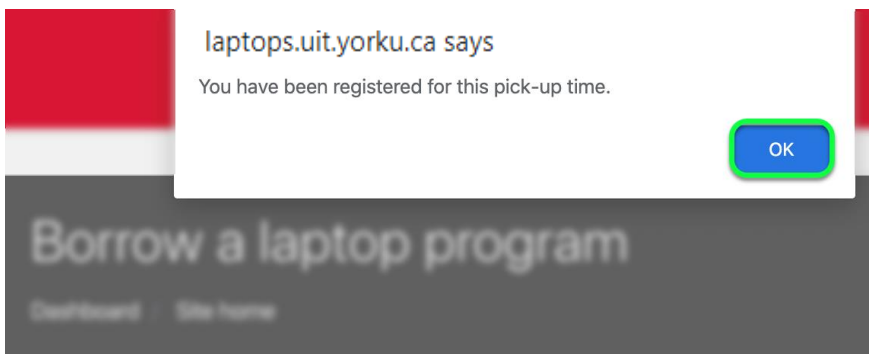
- Once you select a timeslot, a popup will appear showing the remaining laptops for that appointment, click **Register** to confirm your booking



- A final confirmation window will appear, click ✓ **Register** to finalize the booking



- A final popup verifying your registration will appear, click **OK** to continue



Schedule your Laptop Pickup

You're all set! The slot you registered for will now be green.

	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
all-day					
8am					
8:30am					
9am					
9:30am					

9:00 - 9:30
Laptop pickup slot #7
You are registred for
this apppointment.

9:30 - 10:00
Laptop pickup slot #8
(Register here)
20 laptops left

You'll receive both a confirmation and a reminder email for your pickup appointment.

Remember to **bring your YU Card with you** when you come to the **IT service desk in the Steacie Science and Engineering Building (136 Campus Walk)** for your appointment.