HCC Navigate
Opening a Kiosk

Kiosks enable self-service check-in to scheduled and drop-in appointments, the ability to check into and out of study hall, and any other student services for which the kiosk functionalities are active. There are three main ways kiosks interact with students:

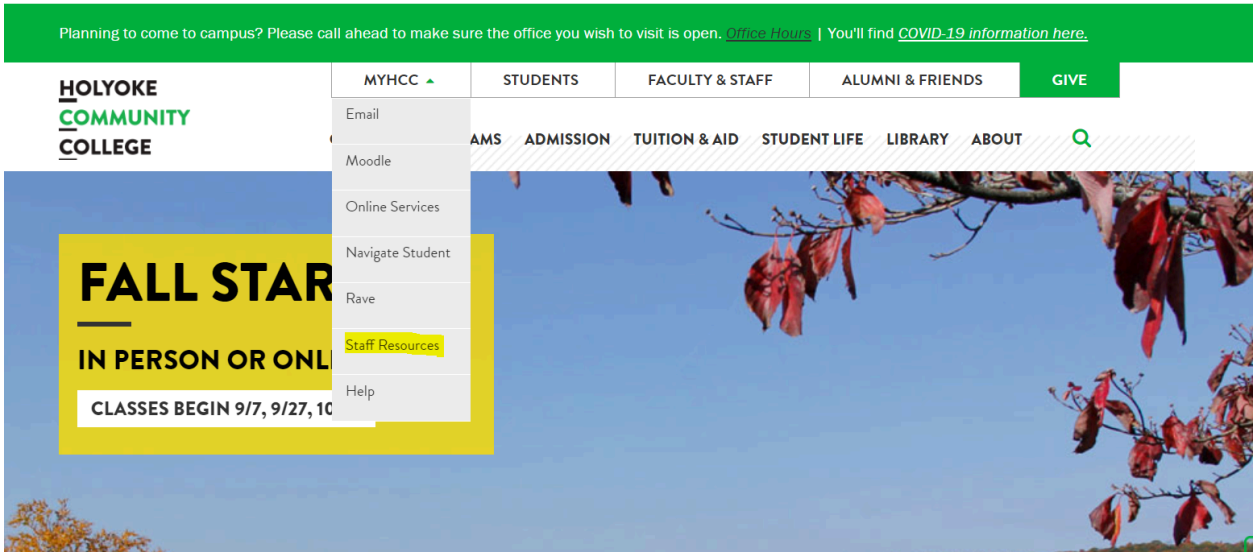
- As a way to record a visit
- As a way to track time (e.g. for study hall or any other appointment where time needs to be tracked from check-in to check-out)
- As a way to make a drop-in appointment with either a specific staff member OR the first available staff member in a physical or virtual location

Be sure to confirm your kiosk services and configurations with the Navigate Team first at navigate@hcc.edu before taking the steps below:

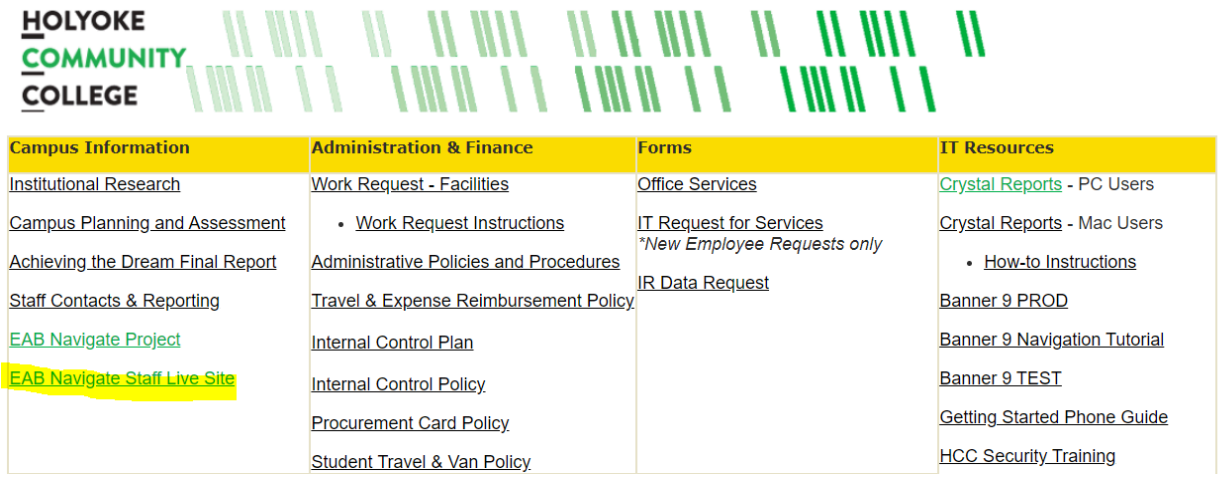
How to open a Kiosk on your device.

*** If using a Chromebook, you may want to **open the Chromebook under Guest Browser** so the browser is not connected to your HCC email account.

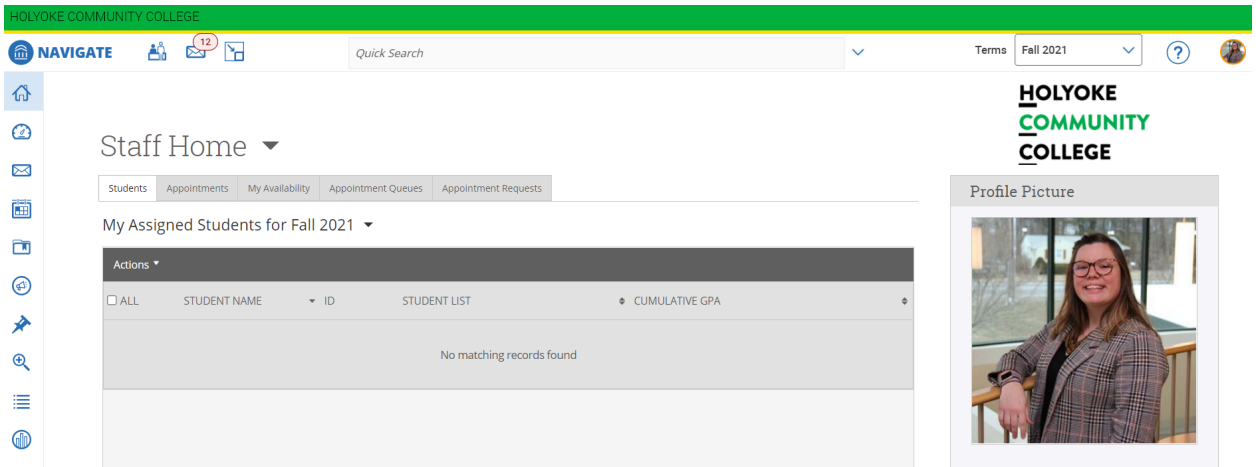
1. Go to hcc.edu and open Staff Resources



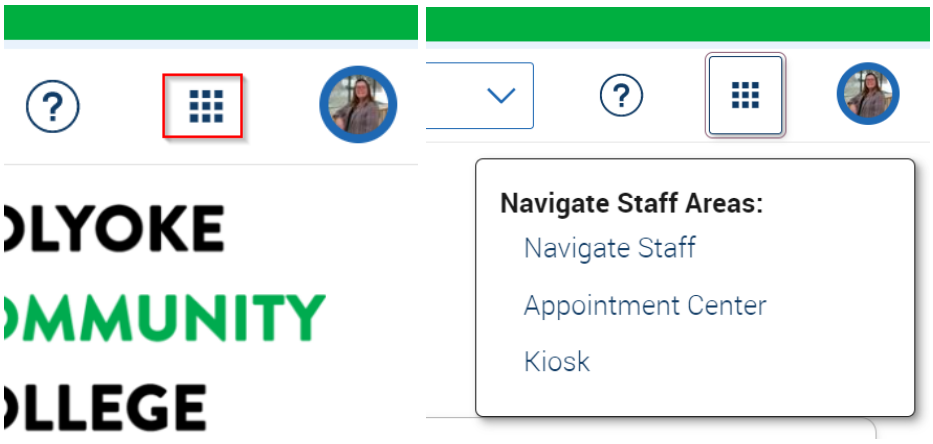
2. Open Staff Navigate Site



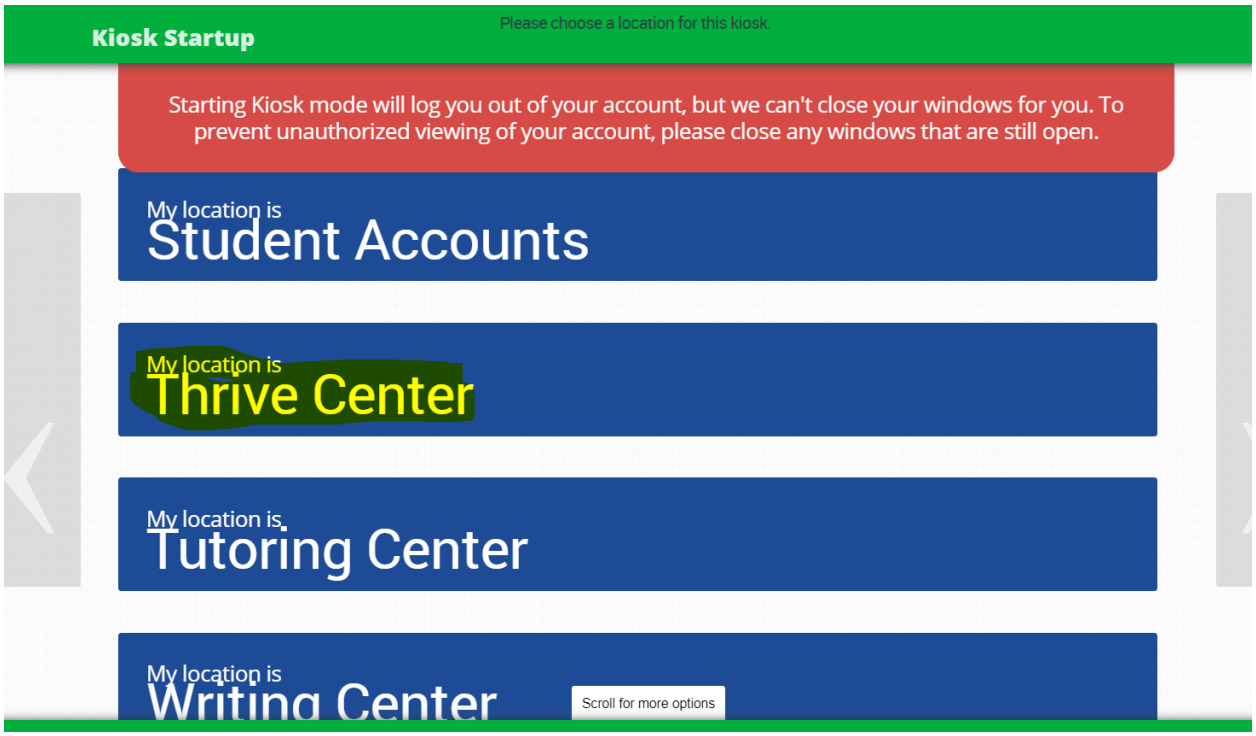
3. Login using your HCC email username and password



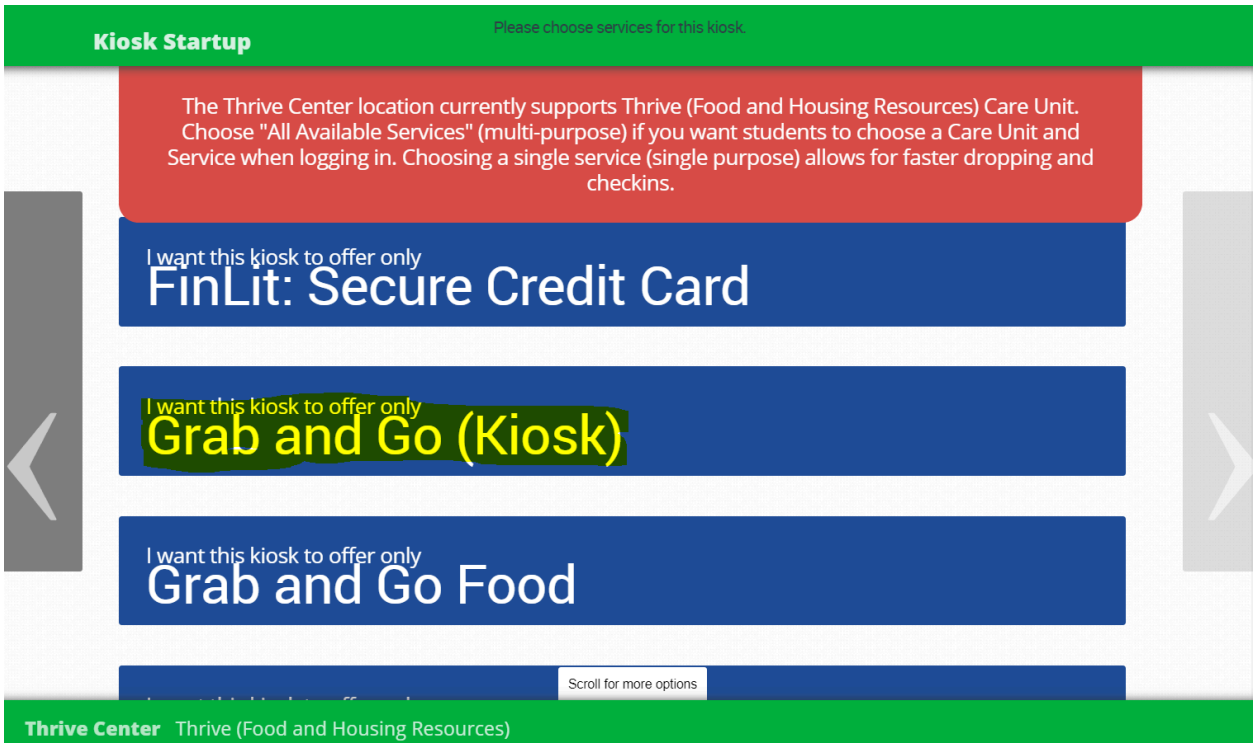
4. In the **top right corne**r by your User Circle, you click on the **9 dots or Navigate Switch**.

5. 

6. Click on **Kiosk**
7. Click into the Location you want to open the Kiosk in
    a. For Example: Thrive Center



8. Click the Service in which you want to have as a self-service check-in
    a. For Example: Grab and Go



9. You may need to exit out of the other tabs you have open on your device.

Note: Once you open the Kiosk, you will be automatically logged out of your Staff or Faculty Home.