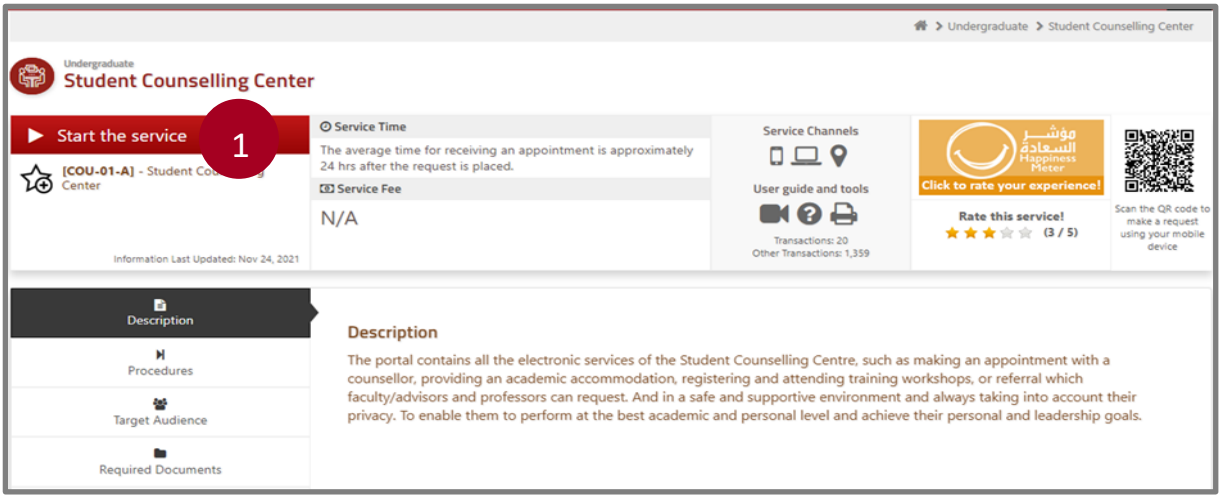
جـامـعـة زايـد
ZAYED UNIVERSITY

إدارة تقنية المعلومات
Information Technology Department

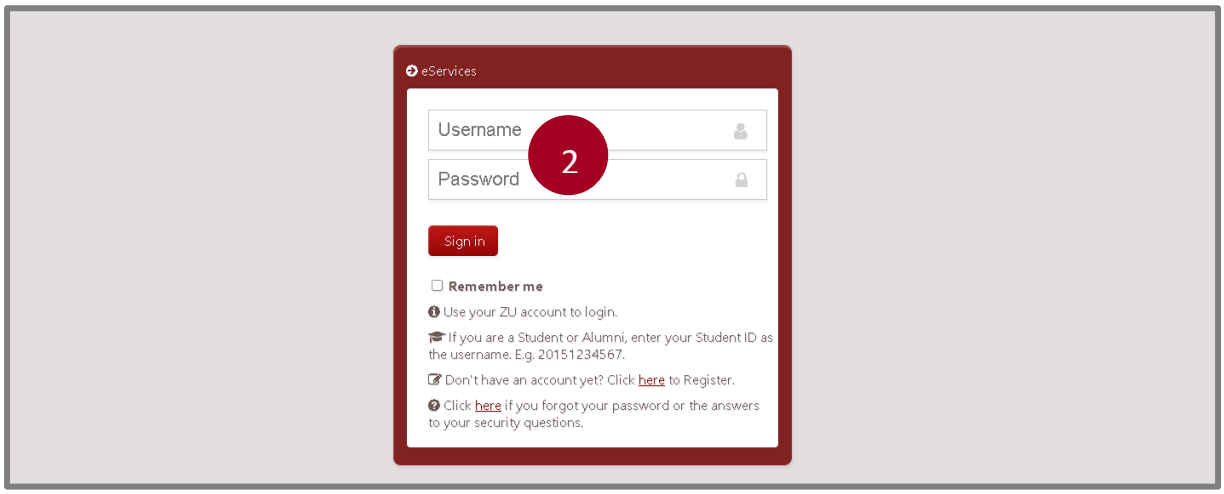
Booking an appointment with the SCC– Digital PDF

End-User Guide

1- Click on (**Login**). Move to Step #4 if you are already logged in.

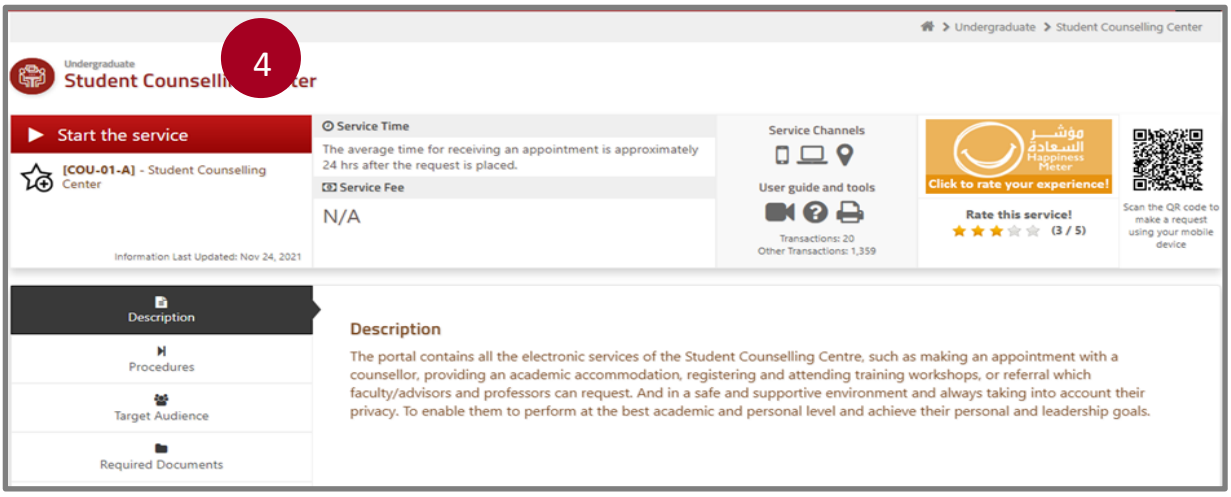


2- Enter your **Username** (ZU ID) and **Password**, then click on (**Sign in**).

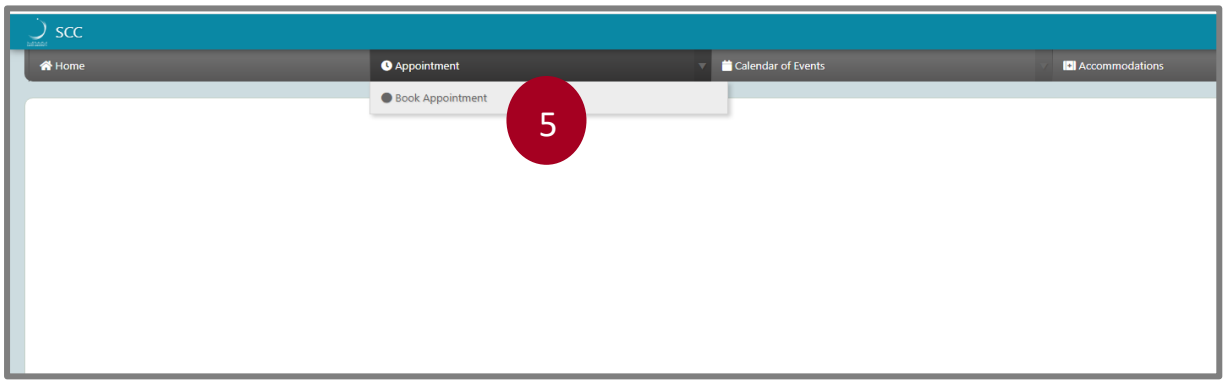


3- Answer the **Security Question**, then click on (**Sign In**).

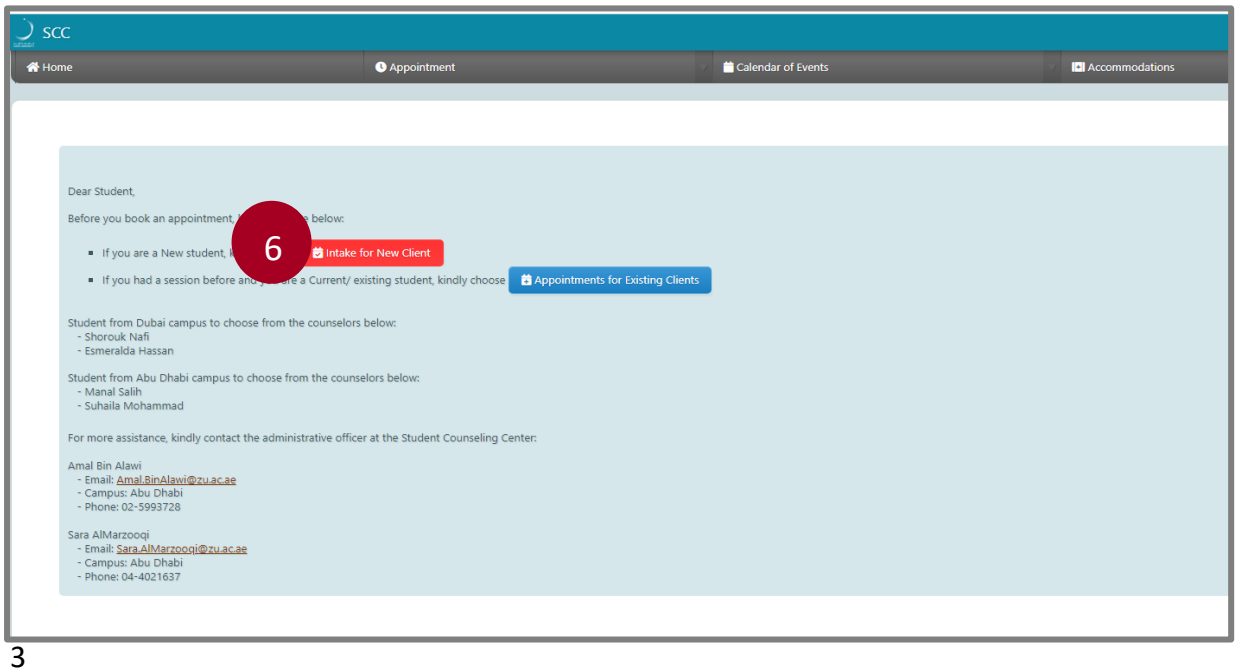
4- Click on (**Start**) to start the service.



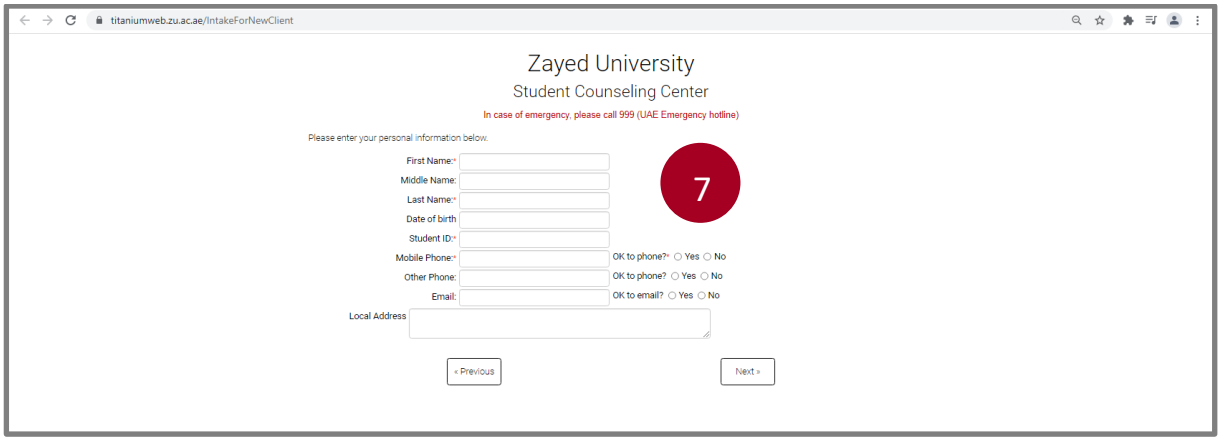
5- Click on Book Appointment.



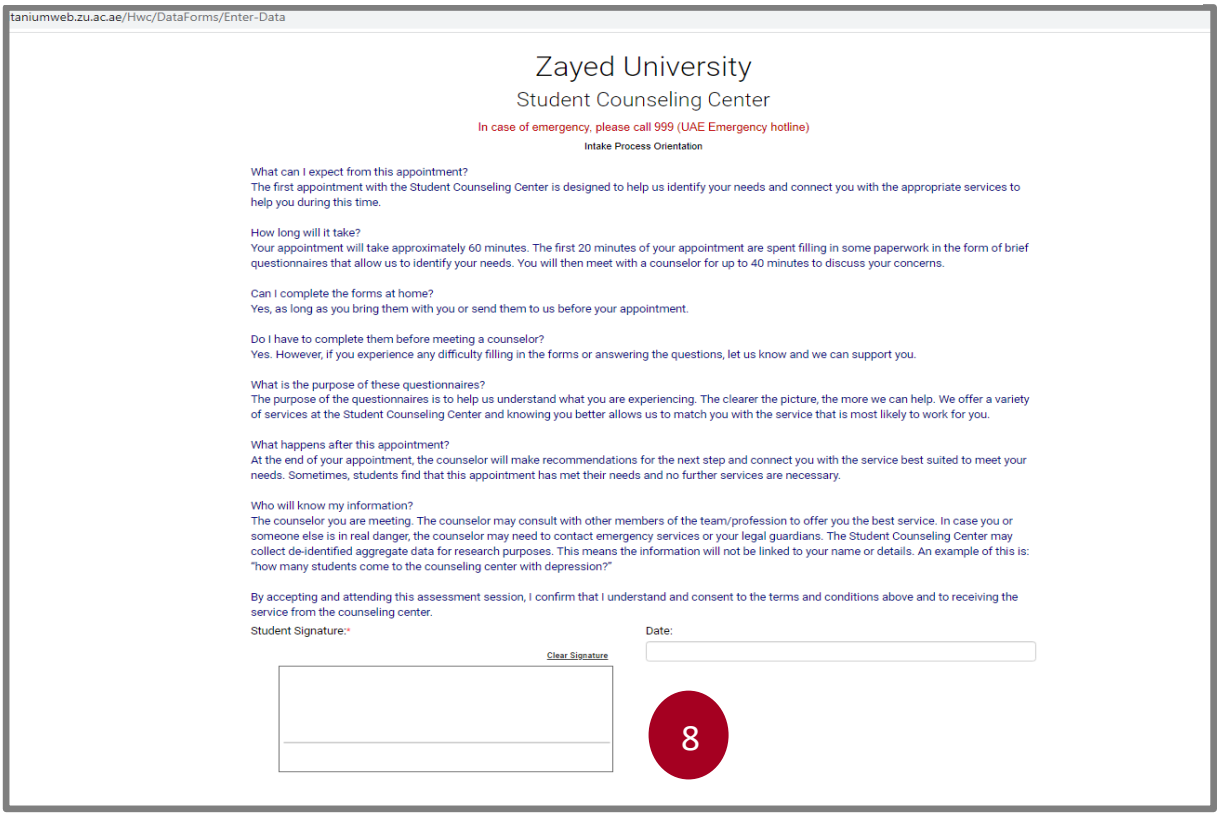
6- If you are a new student, please click on (**Intake for new Client**).
If you are an existing student, please click on (**Appointment for Existing Client**).



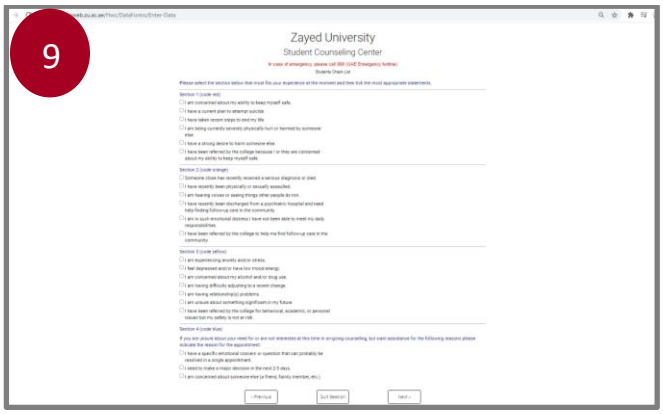
7- Please fill the form then click **(next)**.

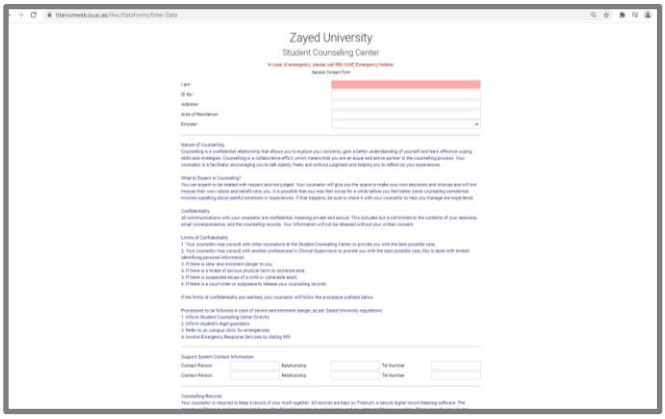


8- Please read then sign & type the date, then click **(next)**.

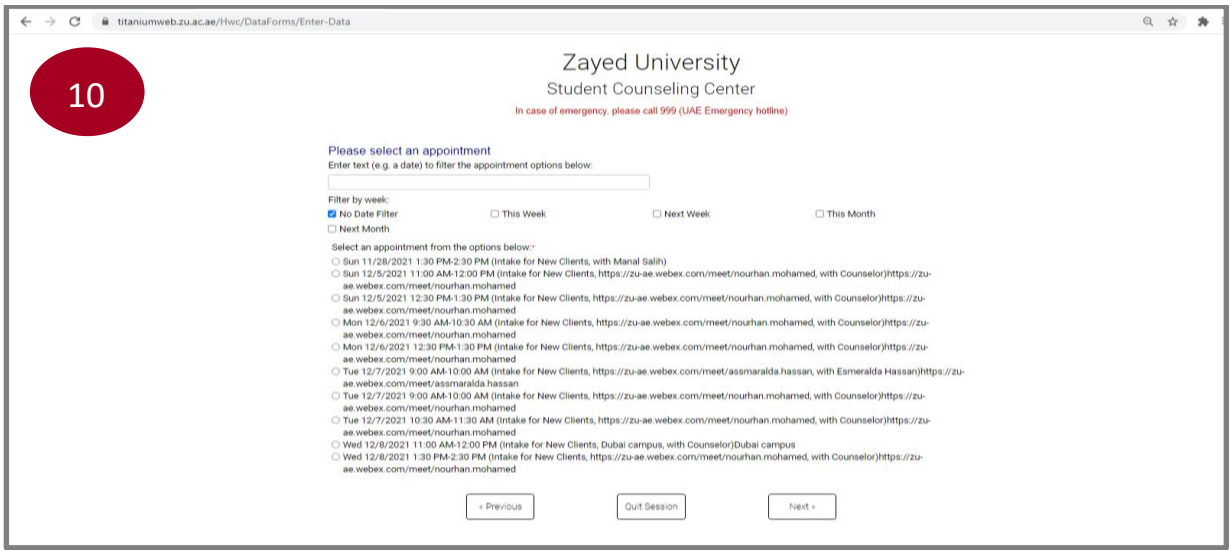


9- Please complete filling the form then click **(next)**.





10- Please select an appointment, then click (**next**).



11- SCC will receive a notification of the appointment; the student will receive a reminder for the session.

Thank you for using this tutorial

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