

# Achieve Scheduling Instructions for Nursing Skills Lab/Simulation/IPE

**Replacement for Labtimes system**



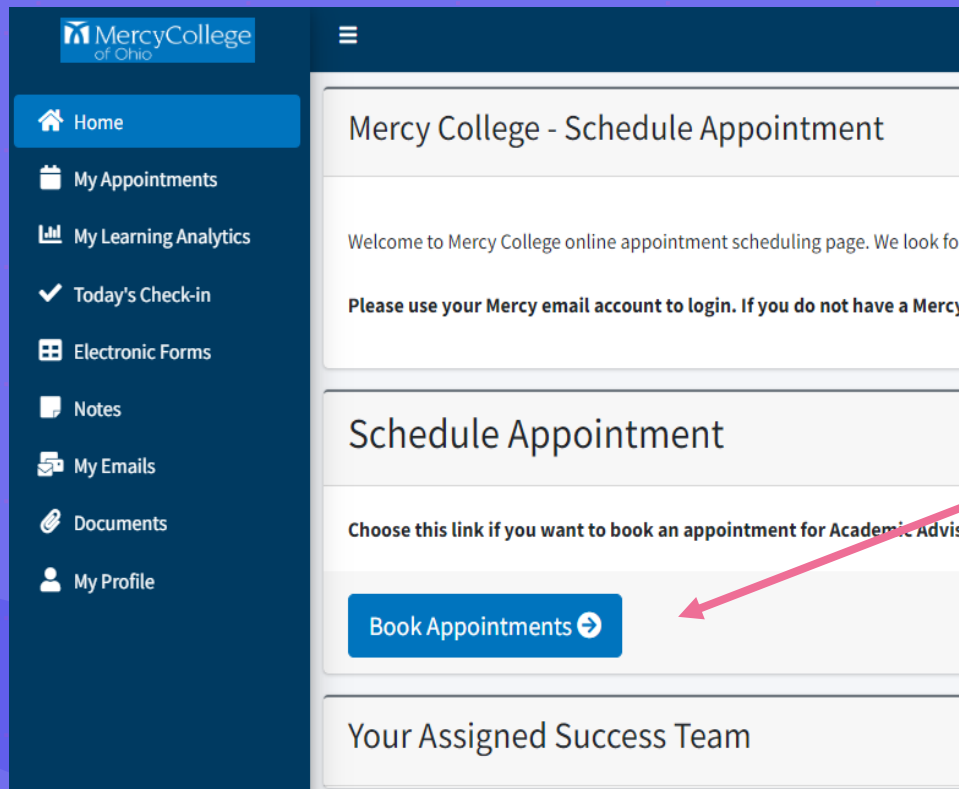
# How to Schedule Appointments in Achieve for Nursing Skills Lab/Simulation/IPE

- To log into Achieve:
  - Go To:  
[www.mercycollege.edu/appt](http://www.mercycollege.edu/appt)
  - or
  - Use the QR Code



# How to Schedule in Achieve

## Step 1



- Once logged into Achieve, Schedule an ***Appointment***  
Select Book Appointments

# How to Schedule in Achieve

## Step 2

### Schedule Appointment

**Select a Department: \***

Nursing Skills Lab/Simulation/IPE

**Continue** →    ← **Back**

- **Select a Department:**
  - **Nursing Skills  
Lab/Simulation/IPE**
  - **click Continue**

# How to Schedule in Achieve

## Step 3

### Schedule Appointment

Select a Program: \*

Select an option...

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- **Select a Program:**
  - **Choose your course number (NUR 110, NUR 110E is for the Evening/Weekend class, NUR 256 etc)**

# How to Schedule in Achieve

## Step 4

Select a Program: \*

NUR 110

Select staff to continue

- NUR110 Vital Signs Check Off- J3410 12
- NUR110 Vital Signs Check Off- J3412 2
- NUR110 Vital Signs Practice 6
- NUR110 Physical Assessment Check Off- J3412 2
- NUR110 Physical Assessment Practice 6

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- Under “Select staff to continue” will be all of the appointments for your course:
- Choose the appointment you want to schedule “NUR110 Vital Signs Check Off-J3410”
  - There may be several of the same type of appointment NUR110 Vital Signs Check Off because the location is different (J3410, J3412, etc)

# How to Schedule in Achieve Step 5

NUR110 Vital Signs Check Off- J3410  
Nursing Skills Lab/Simulation/IPE - NUR 110

Calendar View  Day View

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Available Time Slots (All times are in EST):\* 08-21-23

→ Mon, 7:00AM - 8:00AM

→ Mon, 8:00AM - 9:00AM

→ Mon, 9:00AM - 10:00AM

→ Mon, 10:00AM - 11:00AM

All of the appointment options will be listed.

- For a check appointment, scroll down until you find your clinical/lab day. Choose any appointment time on your clinical day
- For a practice appointment, chose any appointment time that you are available (**can not be during any College class/clinical/lab**)



# How to Schedule in Achieve Step 6

Click the "Submit Reservation" button on the bottom of the screen to complete the online appointment booking...Thank you.

NUR110 Vital Signs Check Off- J3410  
Nursing Skills Lab/Simulation/IPE - NUR 110  
Mon, 08/21/23 7:00AM - 8:00AM  
Booking for : Emily Scheuer (EMILY.SCHEUER1@mercycollege.edu)

To receive SMS text messages, please provide your Cell Phone number below. SMS service provider charge may apply. By providing cell phone number below, I am agreeing to receive SMS messages from the university.

**Cell phone number to receive confirmation and reminder text messaging**

(419) 251-1576

Submit Reservation

- Enter your Cell Phone number so you will receive confirmation and reminder text messages
- Click Submit Reservation



# How to Schedule in Achieve Step 7

NUR110 Vital Signs Check Off- J3410  
Nursing Skills Lab/Simulation/IPE - NUR 110  
Mon, 08/21/23 7:00AM - 8:00AM  
Booking for: Emily Scheuer (EMILY.SCHEUER1@mercycollege.edu)

**Congratulations! Your appointment is confirmed.**

Add it to your calendar:

Microsoft Outlook   Google Calendar   Live Calendar   Yahoo Calendar   Apple iCalendar

[My Appointments](#) [Log off](#)

My Appointments

NUR110 Vital Signs Check Off- J3410
Nursing Skills Lab/Simulation/IPE - NUR 110 Mon, 08/21/23 @ 7:00AM - 8:00AM
<a href="#">Cancel Appointment</a> <a href="#">Show Details</a>
NUR110 Physical Assessment Check Off- J3412
Nursing Skills Lab/Simulation/IPE - NUR 110 Fri, 08/25/23 @ 7:00AM - 5:00PM
<a href="#">Cancel Appointment</a> <a href="#">Show Details</a>

- Now your appointment is confirmed and you can Add it to your calendar if you choose
- If you click My Appointments it will take you to a list of all of your scheduled appointments