

Appointments Portal Settings

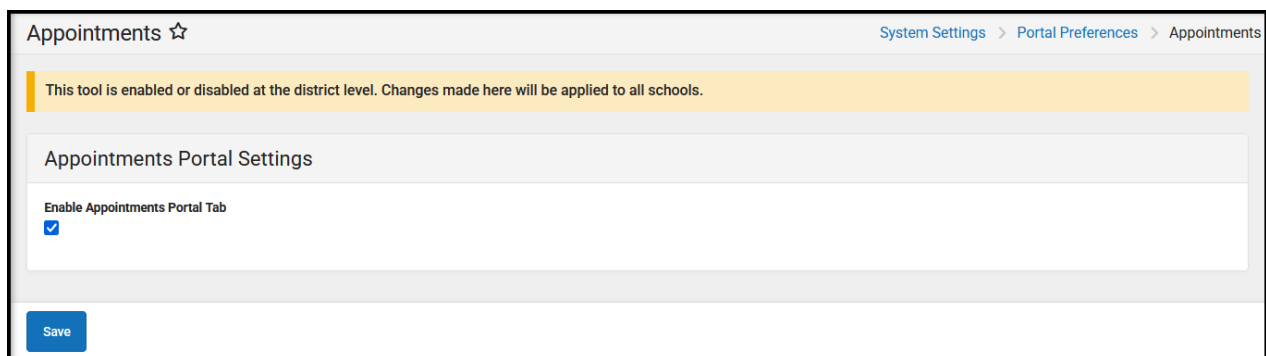
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The Appointments Module is part of the [Campus Workflow Suite](#).

Tool Search: Appointments Portal Settings

Users can set [Portal Preferences](#) for the Appointments module using the Portal Settings. The Appointments Portal Settings options enable/disable the Appointments tool on the student/parent portals. Portal settings are enabled/disabled district-wide. Any changes made to the Portal Settings are applied to all schools in the district.

NOTE: The Appointments Module is NOT available for use on the Student or Parent Portal if this option is NOT CHECKED.



The screenshot shows the 'Appointments' settings page. At the top, there is a breadcrumb trail: 'System Settings > Portal Preferences > Appointments'. Below this, a yellow banner states: 'This tool is enabled or disabled at the district level. Changes made here will be applied to all schools.' The main section is titled 'Appointments Portal Settings' and contains a single toggle switch labeled 'Enable Appointments Portal Tab', which is currently checked. At the bottom left of the settings area is a blue 'Save' button.

1. To enable the Appointments module on the student and parent portals, mark the **Enable Appointments Portal Tab** option.
 - Leave this option unmarked to disable the module on the student/parent portals.
2. Press **Save** to save the preferences and exit.