Appointments Portal Settings

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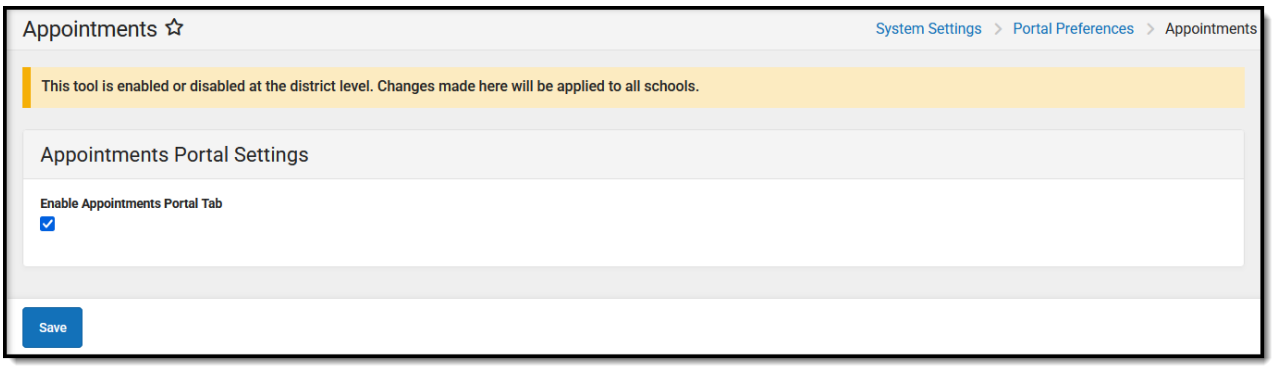
The Appointments tool is available with Campus Workflow Suite.

Path: System Settings > Portal Preferences > Appointments Portal Settings

Users can configure Portal Preferences for the Appointments module in 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.



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.