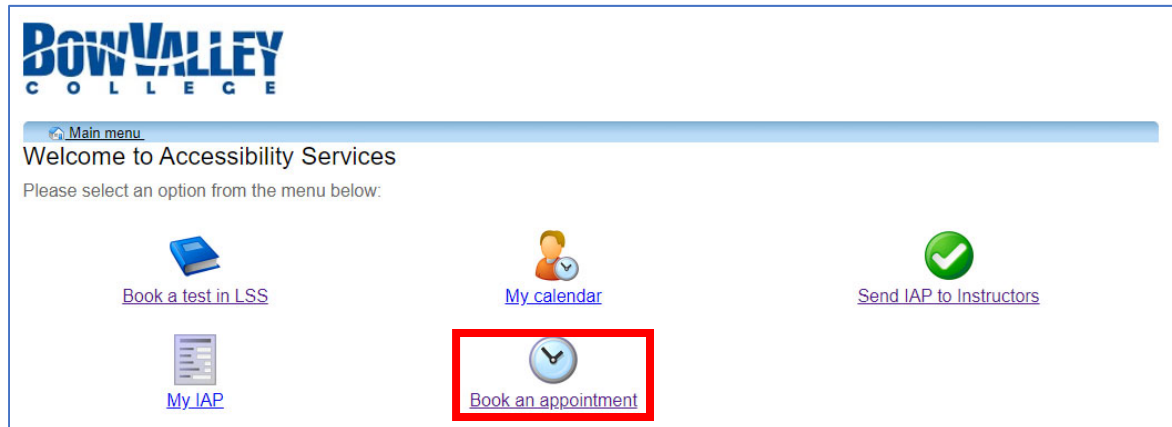
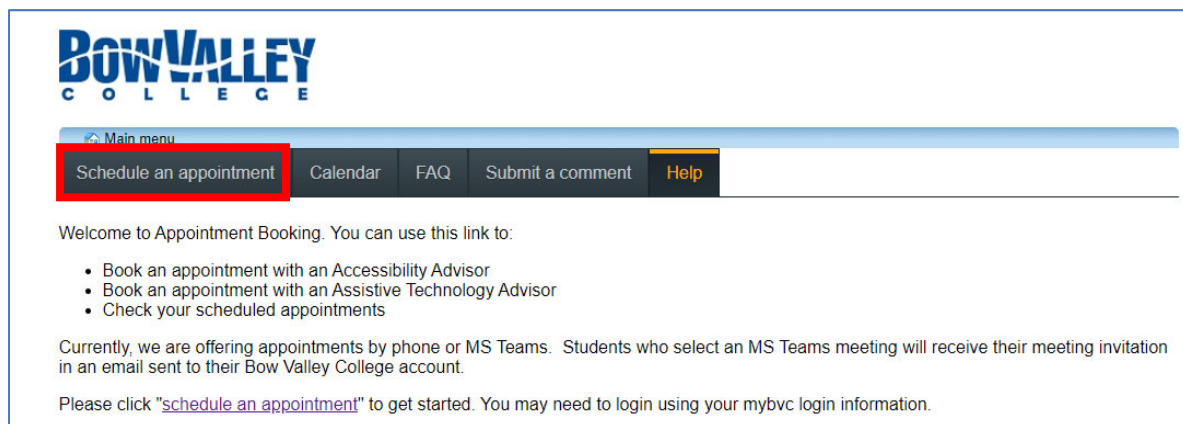


## How to book an appointment using the Accessibility Services Portal

- 1) Go to <http://accessibility.bowvalleycollege.ca> to get to the Accessibility Services Portal.
- 2) Click on **Book an appointment** to start.

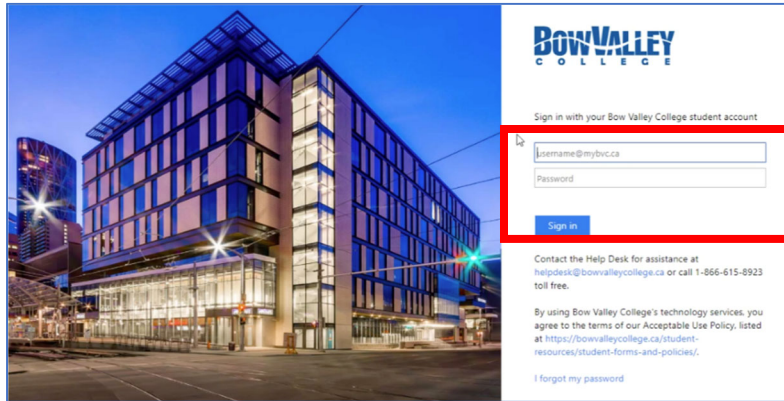


- 3) On the next screen, you can read the instructions about how to book an appointment. To continue, click on the **Schedule an appointment** link.



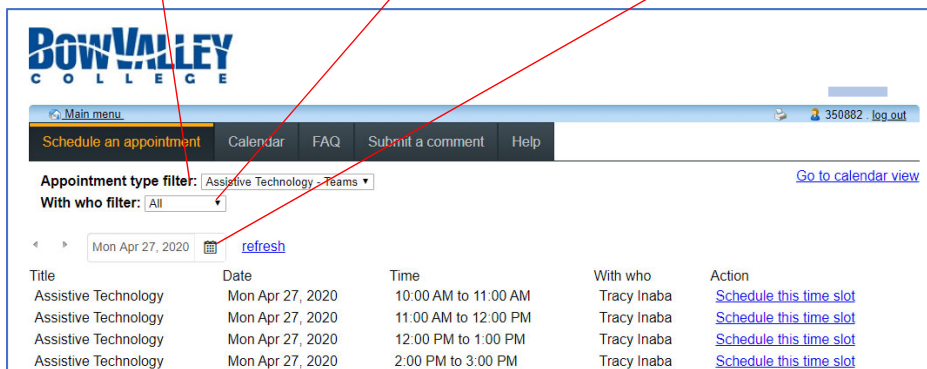
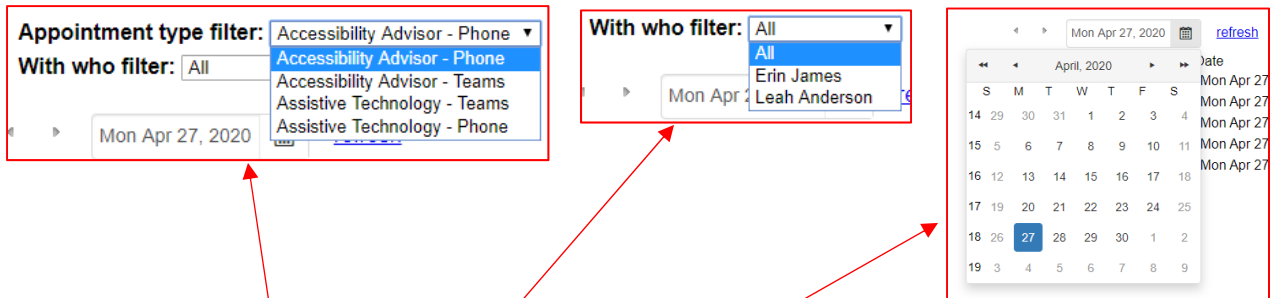
4) On the sign in screen, type in your **full MyBVC email address** (eg: [j.student123@mybvc.ca](mailto:j.student123@mybvc.ca)). Then type in your **password** (the same password you use for D2L and myBVC email).

Press the blue **Sign in button** to continue

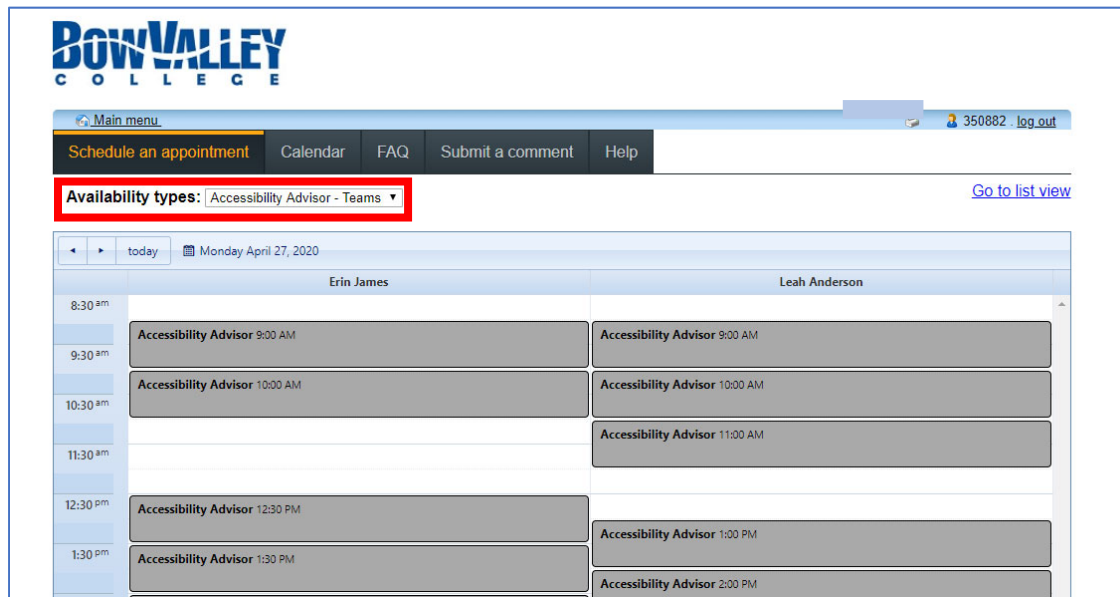


5) You will now see the appointment screen. You can use the drop down menus and calendar to help you find the right appointment type and time.

- **Appointment type filter** – Choose either the Accessibility Advisor or Assistive Technology Advisor and whether you want a phone or online (Teams) appointment.
- **With who filter** – If you know the name of the person you want to meet with, you can pick their name in this box to see their appointments.
- **Calendar** – you can use the calendar to choose a date to see available appointments.

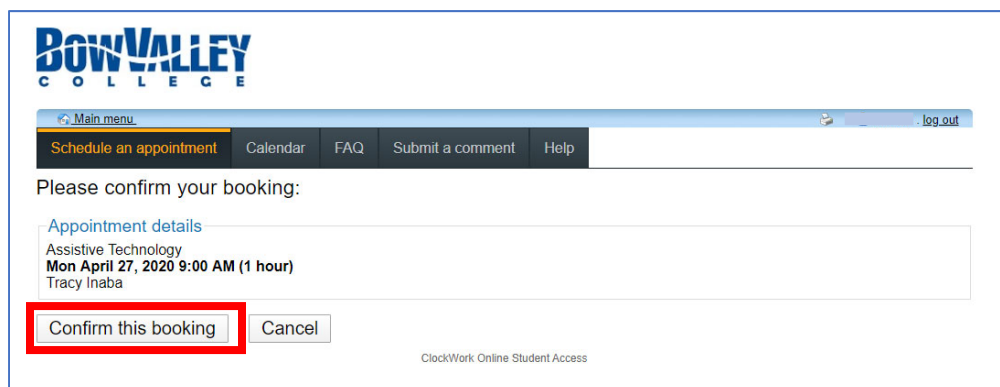


6) You can also choose **Calendar view** to see the available time slots each day. Make sure you choose an **Availability type** so you are booking the right type of appointment.



7) Once you find the date and time that works for you, select **Schedule this time slot** (in List View) or select the **grey appointment box** showing the right time (in calendar view).

8) You will get a confirmation screen for your booking. Check the details of your booking and if they are correct, select **Confirm this booking**.



9) Your appointment is now booked. You should also receive an email to your MyBVC email with your booking information.

If you booked a Phone appointment:

- Your Advisor will call you at the number we have on record. If you have recently changed your phone number, please make sure you update that with the Registrar's Office.

If you have booked a Teams appointment:

- These appointments will be held online in MS Teams.
- Your Advisor will email you a Teams meeting invitation to your myBVC email prior to your scheduled meeting. This invitation will have a link to join the meeting. At the scheduled time click on the **Join Microsoft Teams Meeting** link in the email to get connected.
- If you are having trouble using MS Teams, please refer to the resources on <https://bowvalleycollege.ca/accessibility> or email [accessibility@bowvalleycollege.ca](mailto:accessibility@bowvalleycollege.ca) for assistance.

**For more assistance:**

Email: [accessibility@bowvalleycollege.ca](mailto:accessibility@bowvalleycollege.ca)

Phone: 403-410-1440