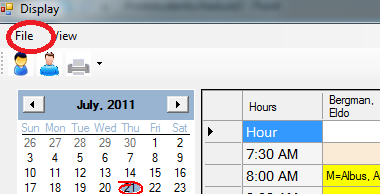
**How to Invoice a Student**

1. Select the File menu at the top of the Home Display Screen
2. File -> Student Scheduling

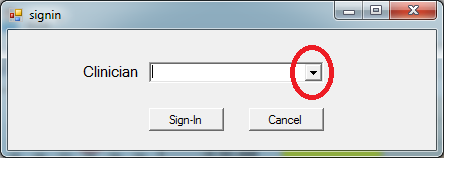


1. The Login Dialog will appear

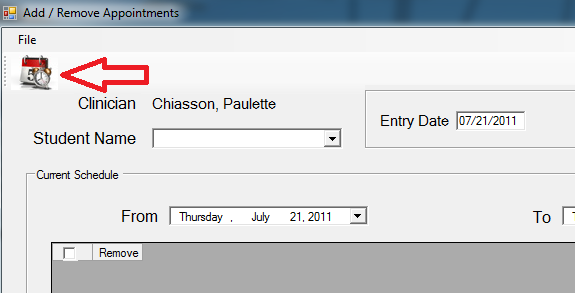
Select the down arrow to the right of the drop down dialog box to display the names of the clinicians to choose from.

Choose a clinician name.

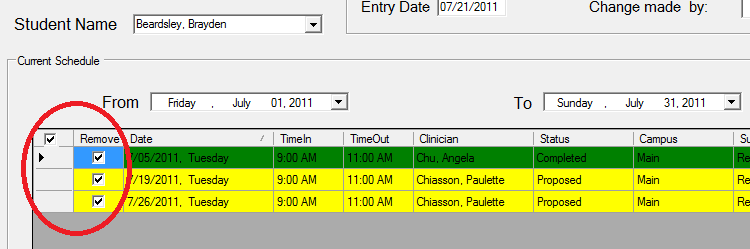
Click [**Sign-in**]



To Reschedule or Cancel a Student click the calendar icon on the main menu.



Select the days that will be invoiced



Select the [**Invoice**] button

