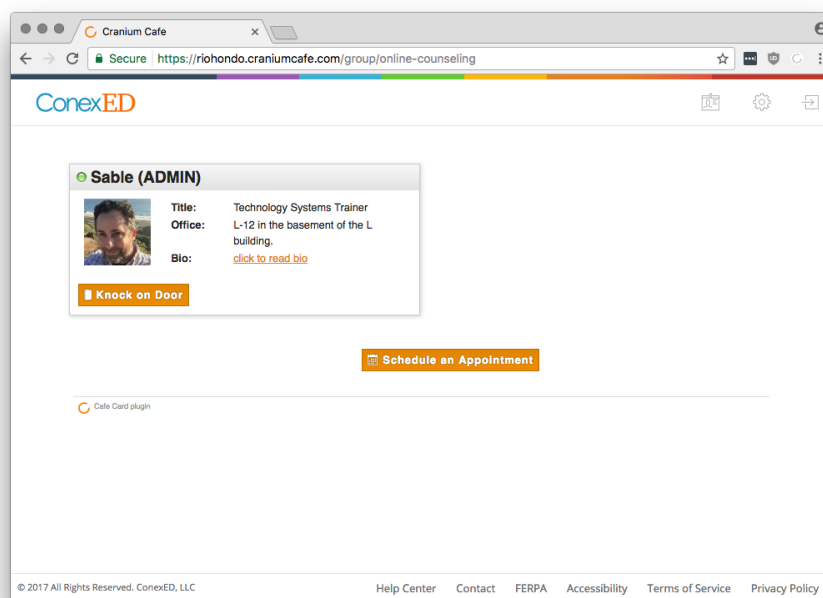


# Cranium Cafe and SARS Anywhere Integration Walkthrough

## Scheduling an Appointment Online with eSARS

The student will go to the Online Counseling lobby URL to check counselor status.

<https://riohondo.craniumcafe.com/group/online-counseling>



Selecting Schedule an Appointment will open eSARS for Online Counseling.

eSARS for Online Counseling can be accessed directly here:

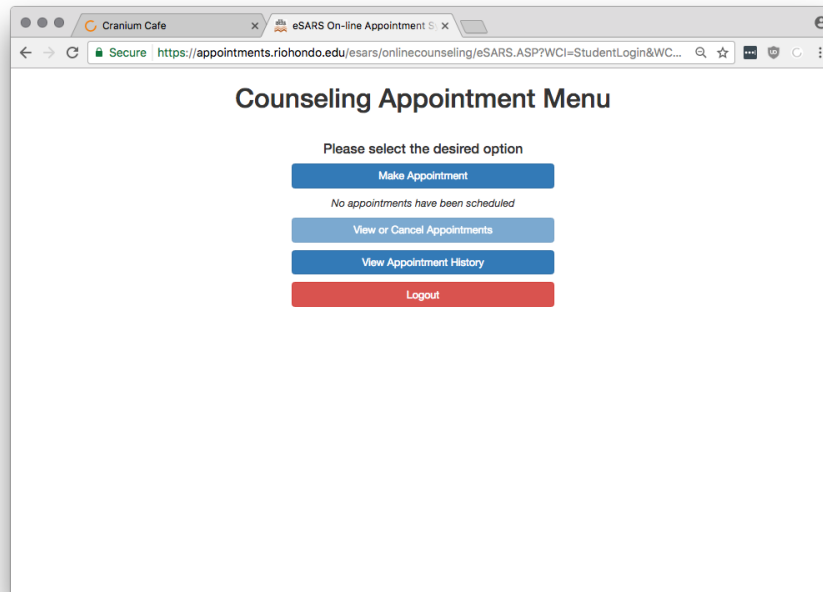
<https://appointments.riohondo.edu/esars/onlinecounseling/eSARS.asp>

Students will sign in with their Student ID and birthdate.

The image shows a web browser window with two tabs: 'Cranium Cafe' and 'eSARS On-line Appointment System'. The address bar shows a secure connection to <https://appointments.riohondo.edu/esars/onlinecounseling/eSARS.asp?WCI=Init&WCE=Settings>. The main content area has a light gray background and contains the following elements:

- Online Appointment System**: A large heading centered on the page.
- Please sign in**: A sub-heading centered below the main heading.
- Student ID**: A label above a white text input field with a blue border.
- Birth Date DD/MM/YYYY**: A label above a white text input field.
- Sign in**: A blue button with white text, positioned below the birth date field.
- Cancel**: A red button with white text, positioned below the sign in button.

They will be able to take several actions: Make Appointment, View or Cancel Appointments, View Appointment History, and Logout



Select Make Appointment and choose a counselor (shift+click to select multiple counselors).

**Search for Counseling Appointments**

Please select the Counselor, day of the week and time of day you prefer.

Day of Week	Start Time	Stop Time	Counselor Name
All	8:00 AM	5:45 PM	Belen Torres-Gil
Monday	8:15 AM	6:00 PM	Dorali Pichardo-Diaz
Tuesday	8:30 AM	6:15 PM	IRENE VU
Wednesday	8:45 AM	6:30 PM	Jorge Huinquez
Thursday	9:00 AM	6:45 PM	Martha De La Mora
Friday	9:15 AM	7:00 PM	Sable Cantus

Available appointment times will display. These will only display if the location “Online Counseling” has time marked as “OPEN”. Select the desired time.

**Appointment Search Results**

Select	Date	Day	Time	Counselor Name
<input type="checkbox"/>	3/9/2017	Thursday	2:00 PM	Sable Cantus
<input type="checkbox"/>	3/9/2017	Thursday	2:15 PM	Sable Cantus
<input type="checkbox"/>	3/9/2017	Thursday	2:30 PM	Sable Cantus
<input type="checkbox"/>	3/9/2017	Thursday	2:45 PM	Sable Cantus

[Go Back](#)

The student will confirm his or her information, or update it as desired.

**Counseling Reason Selection**

**Please select a reason then Click on Continue**  
*You may select more than one reason.*

Express drop-in appointments  
 Online Counseling

**Please verify your phone number, change as needed.**

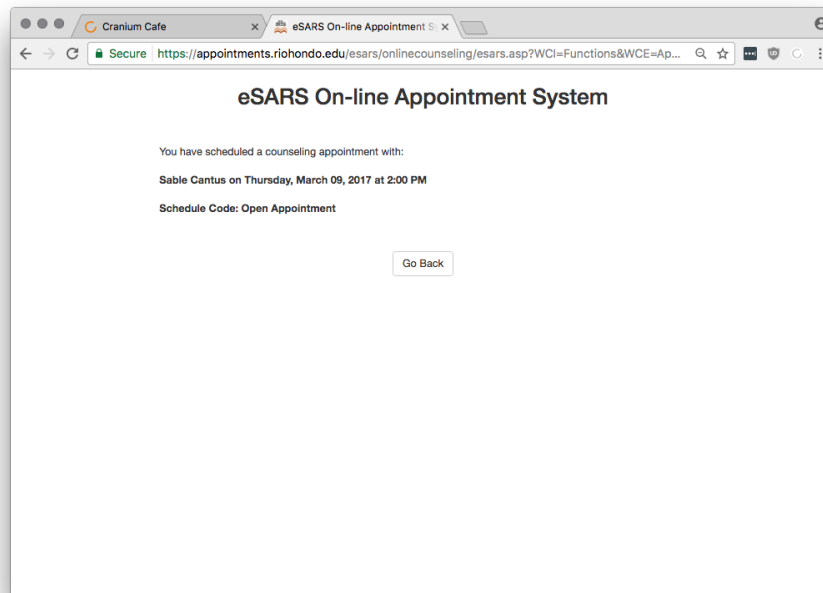
**Phone Number**

**Cell Phone**  
 [Opt in](#)

**Email address**

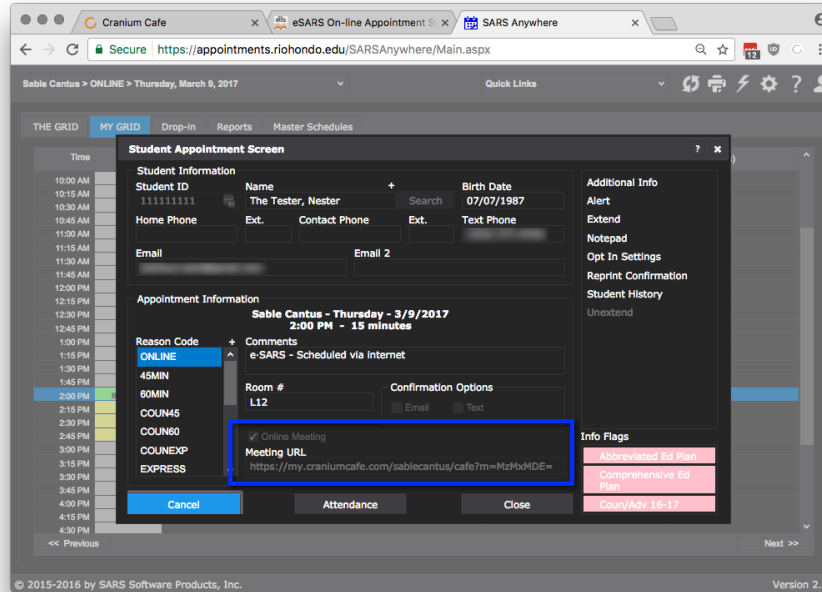
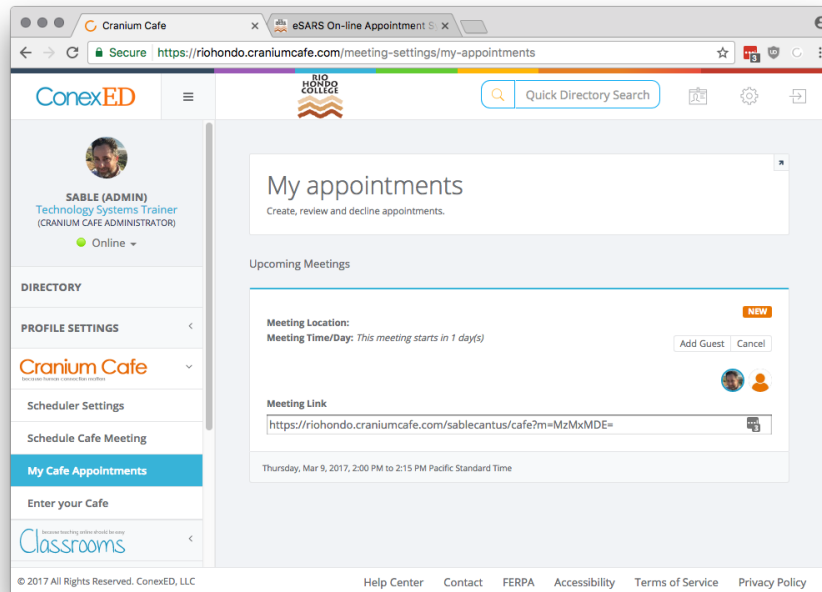
[Go Back](#) [Continue](#)

At this point, the students Cranium Cafe account will be created, the appointment will be made with the selected faculty, the faculty account will be created if needed, and the appointment will be populated in SARS Anywhere with the meeting URL.



Both the student and faculty will receive confirmation emails.

The faculty will see the appointment in My Cafe Appointments and on My Grid.



If the student cancels the appointment in eSARS, the appointment will be

removed from both My Cafe Appointments and from SARS Anywhere.

