The following guide explains how to schedule your appointment to retrieve your new iPad mini.

1. Navigate to registration link (to be provided when registration is open).

2. The iPad Device Pick-up window will open. Click your **desired pick-up location** (e.g., *H Building (Academic)*).

3. Click your preferred **date** on the calendar (See Figure 2).

4. Click your preferred **time** for pick up at the selected location and date (See Figure 2).
5. After selecting your preferred appointment date and time, you will be asked to enter your contact information. Please enter your contact information and any important notes (See Figure 3).

6. Click **Book** to schedule your appointment (See Figure 3).

![Figure 3 – Book Appointment](image)

7. You will receive an email confirming your scheduled appointment.
8. To reschedule or cancel your appointment, click **Manage booking** in the original email you received.

![Figure 4 - Manage Booking](image)

9. Click the appropriate button to **Reschedule** or **Cancel**.

![Figure 5 - Reschedule or Cancel](image)