



**School of Professional Studies TimeTrade Online Appointment Scheduling**

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1. Login into the Coppin State University website: [www.coppin.edu](http://www.coppin.edu)
2. At the Coppin State University Home page, on the left-hand side of the screen, click **Academics**
3. At the **Academics Schools** window, click **School of Professional Studies**

### To obtain a copy of the instructions for using the TimeTrade Online Appointment Scheduler

4. Click on the link entitled **TimeTrade User's Instructions**

### To login to the School of Professional TimeTrade Online Appointment Scheduler

5. At the School of Professional Studies home page, scroll to the middle of the page, click on the image entitled **Schedule An Appointment**
6. At the **Welcome to Coppin's State University's School of Professional Studies Online Scheduler** screen, see **page 2** for TimeTrade 1<sup>st</sup> Users (registration instructions) and Existing Users (appointment scheduling) instructions.



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Welcome to Coppin State University's School of Professional Studies  
Online Scheduler

Enter your username and password below.

Username

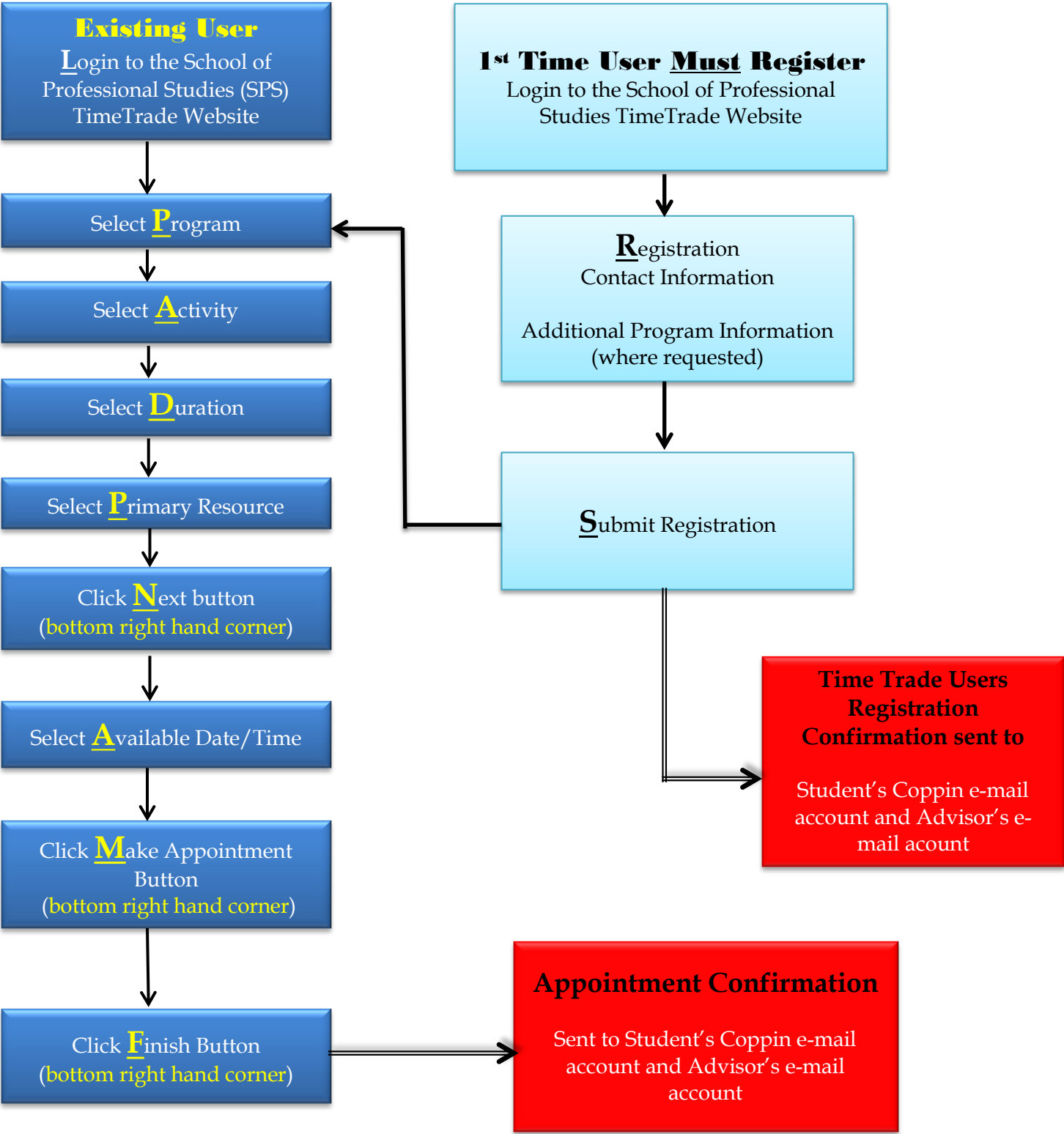
Password

Remember my username and password.  
(What's this?)

If you forgot your password, [click here](#) for password help.

If this is your first time using our online scheduler, [click here](#) to register.

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## **To View and Management Your Appointment**

### **To view Appointment Details**

- a. Click the **My Appointment** tab (at the top of the screen)
- b. Under the **Actions** heading area, click **Details**

### **To print Appointment Details**

- a. Click the **My Appointment** tab (at the top of the screen)
- b. Under the **Actions** heading area, click the **Print button**

### **To close the Appointment Details window**

- a. Click the **My Appointment** tab (at the top of the screen)
- b. Under the **Actions** heading area, click the **Close button**

### **To modify Appointment (duration time and resource person)**

- a. Click the **My Appointment** tab (at the top of the screen)
- b. Under the **Actions** heading area, click **Modify**
- c. Select **Duration** time
- d. Select **Resource** Person
- e. Click the **Next** button (bottom right-hand corner)
- f. Select **Available** date and time
- g. Click the **Make Appointment** button (button right-hand corner)
- h. Click the **Finish** button (button right-hand corner)

### **To edit an Appointment (edit option is not available to any students)**

### **To cancel an Appointment (cancellation option not available to SPS Applied Psychology & Rehabilitation students)**

## **To modify My Account (Contact Information, Questions)**

### **To modify contact information (Use this screen to edit your contact information: e-mail address, username, password, etc.)**

- a. Click the **My Account** tab (at the top of the screen)
- b. Click **Contact Infor**
- c. Make the necessary adjustments, click the **Save** button (button right-hand corner)

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**To modify questions (Use this screen to edit your responses to account registration questions, if applicable)**

- a. Click the **My Account** tab (at the top of the screen)
- b. Click **Questions**
- c. Make the necessary adjustments, click the **Save** button (button right-hand corner)

**To Sign Out of the TimeTrade Appointment Scheduling Website**

- a. Click **Sign Out** (at the top of the screen)
- b. At the Welcome to Coppin State University's School of Professional Studies Online Scheduler, click the **Close** button
- c. At the School of Professional Studies home page, click the **Close** button