

## How to Schedule a QLess Appointment

- 1. Go to www.atlantatech.edu
  - Click on QLess

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Attend on EDNESDAY Wednesday and Apply for FREE! Mutps://www.registerblast.com/atcww/Activity/Index/201g Mutps://www.registerblast.com/atcww/Activity/Index/201g Mutps://www.registerblast.com/atcww/Activity/Index/201g	ATLANTA TECHNICAL COLLEGE ABOUT	PROGRAMS	ADMISSIONS	ENROLLMENT SERVICES	FU	TURE UDENTS	ECONOMIC DEVELOPMENT	ADULT EDUCATION	DONATE	APPLY NOW
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2. Click the "Schedule" hyperlink on the QLess main page

		My QLess ATC	News & Events	Career Services	Campus Map	Directory	Foundation	Center For Work Innov	force ration	th hereQ
ATLANTA TECHNICAL COLLEGE	ABOUT	PROGRAMS	ADMISSIONS	ENROLLMENT	FU	ITURE UDENTS	ECONOMIC DEVELOPMENT	ADULT EDUCATION	DONATE	APPLY NOW
QLess										
Atlanta Tech welco as financial aid option, a student at ATC. Schedu New students are encouraged to c	you to a inswer yo ile your p ontact studer	one-stop sho our questions ohone, virtual	op where you about gradua or on-campus prior to registering fo	can speak wit tion requiren s appointmen r courses each seme	th an enr nents an it today! ester. Returni	rollment a d find out	dvisor to plan yo additional infor	our class schedu mation you may	ule, talk abo / need while ation here.	out e a
Frequently Asked Q What is QLess? QLess is an appointment scheduli	uestion	<b>IS (FAQS)</b> nelps Atlanta Technic	al College manage st	udents signing in fo	r phone, virti	ual, or on-camp	us advisement.			
Can I make an appointment with a Yes! Students may visit the websit Download the app for your device	an advisor? e or downioa	d the QLess app to r	nake an appointment	t by phone, virtual m	eeting, or or	n-campus with a	an advisor. Advisement i	s available during norm	ial hours of opera	tion.
• iOS • Android										
Can I contact financial aid using Q	Less?	ments.								



- 3. Enter your contact information
  - a. First Name
  - b. Last Name
  - c. Cell Phone
  - d. Click "Next"

		•••
	Please tell us about yourself.	
	First name:	
	Last name:	
	Cell Phone:	
	Standard text messaging rates will apply.	
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4. Enter vo	ur student ID (900 number)	
a. C	Click "Next"	QLESS
<b>a. C</b>	Click "Next" Student ID (required) - if no ID input 123456789	QLESS
<b>a. C</b>	Student ID (required) - if no ID input 123456789	QLESS

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5. Select the appropriate department that to schedule an appointment (Click Financial Aid)

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Business and Public Services FlexAppointments only	Health and Public Safety FlexAppointments only	Industrial and T Technologies FlexAppointme	ransportation hts only	Veterans FlexAppointments only	Financial Aid FlexAppointments only	
		ECHNICAL COLLEGE	RTLANTA TE	CHNICAL COLLEGE		
	International St FlexAppointmen	udents its only	Admissions_Enr FlexAppointmen	oliment ts only		

6. From the "select a resource" dropdown menu, select the appropriate advisor based on your last name or specific questions related to Work-Study, Loans or Veteran's Services.
 a. Click "Next"

Please select a resource to make an appointment	
Select a resource *	
Select a resource	
Advisement Last Name A-D, U & Z Advisement Last Name E-H, W, Federal Work Study Advisement Last Name I-N, V, Loans Advisement Last Name Q-T Y, Veteran Educational Service	
Advisement Last Name O-T, Y, Veteran Educational Service	

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Select a time slot based on availability for a specific day

 Click "Next"

	AL COLLEGE							
		Plea	se select the c	lay & time a	at which you we	ould like to be	e seen.	
۲				Wednesday	January 13, 2021 🚞			2
1:15 PM		1:30 PM	1:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM	4:00 PM
		4:15 PM	4:30 PM	4:45 PM	5:00 PM	5:15 PM	5:30 PM	
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- 9. Students will receive a confirmation that the appointment has been booked. Students will also receive a text message confirmation as well.
  - a. Click "done" to close the QLess appointment scheduler



QLESS

Thanks! Your FlexAppointment has been booked. Your confirmation code is . You will receive a text message confirmation shortly with that same code. As your FlexAppointment time nears, we will place you into our virtual queue, and you will receive SMS updates.

