

Reactivating an Appointment

- 1) You will only use this reactivation function when a student had an “End Date” for an appointment and they are returning to work for you.
- 2) Enter the student’s Appt ID number in the box and select the “Appt ID” circle.
- 3) Click on the “Appointment” button on the left side of the screen.
- 4) The student’s appointments will appear. Confirm the Appt ID is the same on the original UW-L Student Payroll Record Form.
- 5) Click on the yellow arrow to the left of the appointment you wish to reactivate.
- 6) A message will appear, asking if you wish to “Reactivate Appointment,” “View Appointment,” or “Cancel.”
- 7) Select the “Reactivate Appointment” button.
- 8) This will delete the end date from the appointment and you will be able to use it once again.