1. First, you’ll need to [open the appointment scheduler](#).

2. Next, click on the **Passport York button** and enter your **Passport York username** and **Password** to log in.

3. Select **Click here to register** to continue.

4. Use the **selector** and arrows to scroll through the list of available appointments. Select any of the available timeslots to register for your laptop pickup appointment.
5. Once you select a timeslot, a popup will appear showing the remaining laptops for that appointment, click **Register** to confirm your booking

![Popup showing remaining laptops](image1)

6. A final confirmation window will appear, click ✔️ **Register** to finalize the booking

![Confirmation window](image2)

7. A final popup verifying your registration will appear, click **OK** to continue

![Registration confirmation](image3)
Schedule your Laptop Pickup

You’re all set! The slot you registered for will now be green.

You’ll receive both a confirmation and a reminder email for your pickup appointment. Remember to **bring your YU Card with you** when you come to the **IT service desk in the Steacie Science and Engineering Building (136 Campus Walk)** for your appointment.