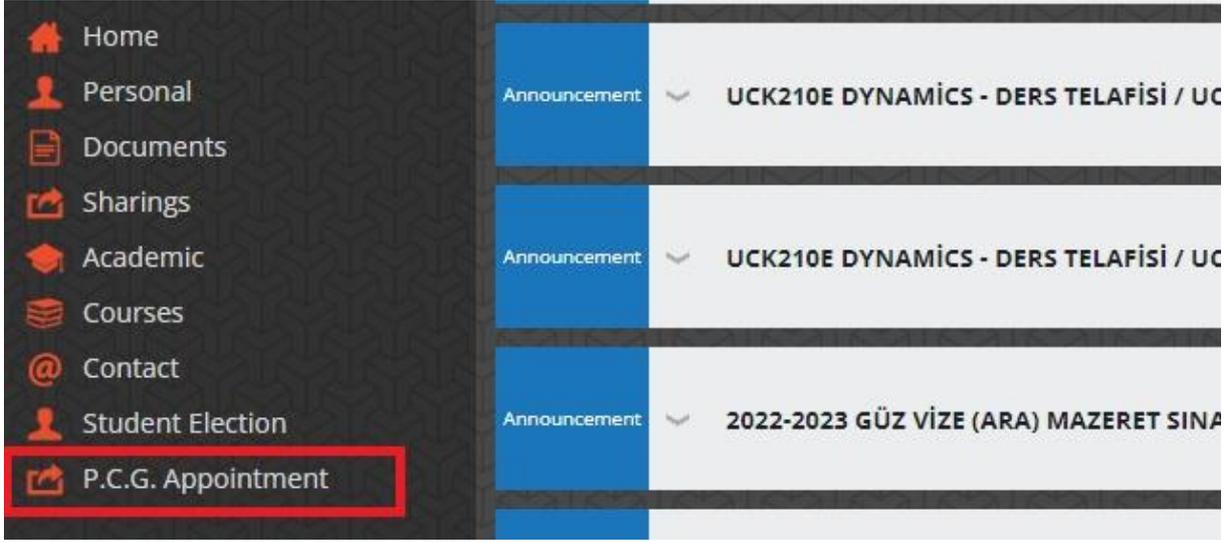
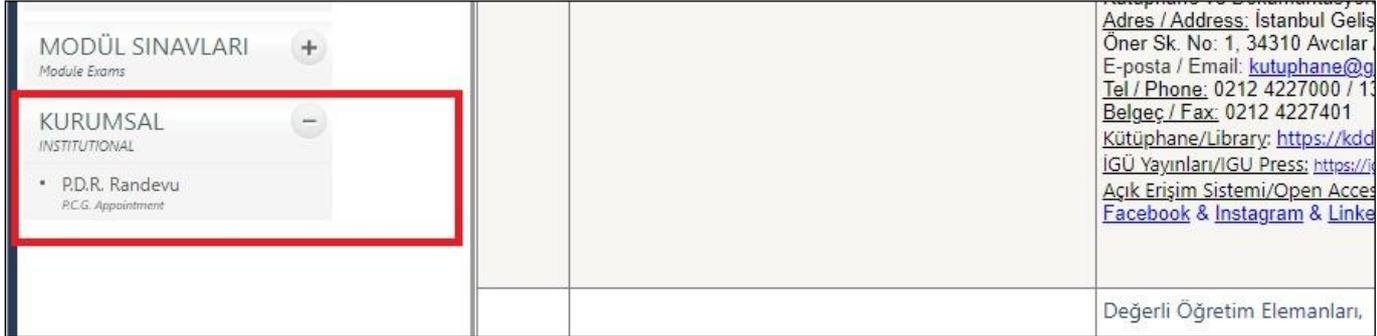


Corporate Processes - P.C.G. Appointment Procedures

The system is accessed using the links in the Obis (Student Information System) and Persis (Personnel Information System) menu. Below are images of them.



Obis



Persis

User login will be provided automatically. After the user login, the system will be directed to the appointment search and appointment page directly.

ISTANBUL GELİŞİM ÜNİVERSİTESİ Corporate Services

P.D.R. Take an appointment

Start Date End Date Specialist

** Psychological Counseling Unit is on the 2nd floor of Block K.

Available Appointments

Select	Date	Hour	Specialist
<input type="radio"/>	26.12.2022	08:30	
<input type="radio"/>	29.12.2022	15:30	
<input type="radio"/>	02.01.2023	08:30	
<input type="radio"/>	02.01.2023	08:30	
<input type="radio"/>	02.01.2023	09:30	
<input type="radio"/>	03.01.2023	08:30	
<input type="radio"/>	03.01.2023	09:30	
<input type="radio"/>	05.01.2023	15:30	
<input type="radio"/>	09.01.2023	08:30	
<input type="radio"/>	09.01.2023	09:30	

KVK Consent Text I have read and I accept.

- After determining the desired conditions by specifying two date ranges and/or choosing an expert in the left block on the page, when the "Search Appointment" button is clicked, available appointments suitable for the selections can be listed in the right block. Possible Choices: Start Date / End Date, Expert.
- Available appointments are also listed on the right block. After selecting the appropriate appointment from the list, the Protection of Personal Data Consent Text box is selected and the "I accept" button is approved on the screen. Then, the appointment can be created by clicking the "Make Appointment" button in the red circle. User can create only 1 appointment in 1 week.

Note: Although there is no date range in the filter when the page is first loaded, available appointments for 1 year are automatically listed.

P.D.R. Take an appointment



Appointment Select	Date	Hour	Specialist	Status
<input type="radio"/>	03.01.2023	14:30		Active
<input type="radio"/>	05.01.2023	15:30		Passive
<input type="radio"/>	03.01.2023	08:30		Passive
<input type="radio"/>	20.12.2022	14:30		Active
<input type="radio"/>	28.12.2022	16:30		Active
<input type="radio"/>	20.12.2022	14:30		Passive
<input type="radio"/>	20.12.2022	14:30		Passive
<input type="radio"/>	05.01.2023	15:30		Passive
<input type="radio"/>	20.12.2022	14:30		Passive

Appointment Cancellation

- The **Make an Appointment** and **My Appointments** page can be accessed in the section that opens when the user icon with the username is in the upper right corner of the screen.
- The page when the My Appointments page is clicked can be seen in the image above. All appointments we have received are listed on this page. Active appointments in green are upcoming appointments that have not expired. Active appointments in yellow are overdue appointments. Passive appointments in red are appointments that have been canceled.

ISTANBUL GELİŞİM ÜNİVERSİTESİ

Corporate Services

P.D.R. Take an appointment

My appointments

Appointment Select	Date	Hour	Specialist	Status
<input type="radio"/>	03.01.2023	14:30		Active
<input type="radio"/>	05.01.2023	15:30		Passive
<input type="radio"/>	03.01.2023	08:30		Passive
<input type="radio"/>	20.12.2022	14:30		Active
<input type="radio"/>	28.12.2022	16:30		Active
<input type="radio"/>	20.12.2022	14:30		Passive
<input type="radio"/>	20.12.2022	14:30		Passive
<input type="radio"/>	05.01.2023	15:30		Passive
<input type="radio"/>	20.12.2022	14:30		Passive

Appointment Cancellation

- In order to cancel the appointment, the "Cancel Appointment" button circled in red must be clicked.

Corporate Services

TR EN

My appointments

Hour	Specialist	Status
14:30		Active
15:30		Passive

- There are "TR" and "EN" icons at the top right of pages. When the relevant icon is clicked, the language setting can be made in Turkish and English.