

# How to book an in-person appointment with the myRUN One Stop

**1** → Select one of the 5 listed offices. It should highlight as seen below.

**2** → Select a day and time. **Please note:**  
**Mon/Wed:** Registrar & ID Card appointments only  
**Tues/Thurs:** Financial Aid & Student Accounting & Cashiering appointments only

**3** → Fill out the information below. Do not forget to include your 9-digit RU ID #

**4** Book

**5** Thank you for booking with us! You will get a confirmation message in email shortly. OK

The interface shows the myRUN logo, a list of offices (Cashier's Office, Registrar, Student Accounting, Financial Aid, RUID Services), a calendar for August 2021 with August 3rd selected, a time slot grid with 11:20 am selected, a form with fields for Name, Email, Phone number, Address, and RUID, and a 'Book' button at the bottom.