How to Schedule a QLess Appointment

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

2. **Click the "Schedule" hyperlink on the QLess main page**
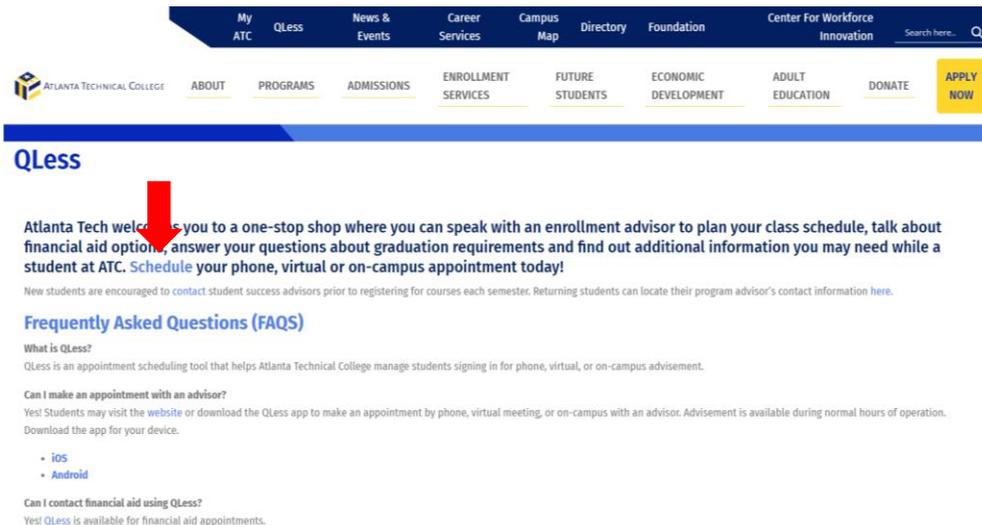
3. **Enter your contact information**
   a. **First Name**
   b. **Last Name**
   c. **Cell Phone**
   d. **Click "Next"**

ATLANTA TECHNICAL COLLEGE
QLESS

Please tell us about yourself.

First name:

Last name:

Cell Phone:

Standard text messaging rates will apply.

◄ Back   Next ►

4. **Enter your student ID (900 number)**
   a. **Click "Next"**

ATLANTA TECHNICAL COLLEGE
QLESS

Student ID (required) - if no ID input 123456789

Student ID

◄ Back   Next ►

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

What would you like to get in line for?

| Business and Public Services FlexAppointments only | Health and Public Safety FlexAppointments only | Industrial and Transportation Technologies FlexAppointments only | Veterans FlexAppointments only | Financial Aid FlexAppointments only |

| International Students FlexAppointments only | Admissions_Enrollment FlexAppointments only |

◀ Back   Next ▶

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 O-T, Y, Veteran Educational Service

◀ Back   Next ▶

7. **Select a time slot based on availability for a specific day**
    a. **Click "Next"**

8. **Enter your contact information again**
    a. **First Name**
    b. **Last Name**
    c. **Email Address**
    d. **Click "Next"**

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**

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.

Done