How to set up an advising appointment in Navigate

1.) Click on the icon that was sent in your email.

2.) Login with your school account

3.) Select Appointments
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4.) Schedule an Appointment

5.) Select: Type- Faculty advising, office hours and Service- Program Director and then find available time

6.) Select a time that works for you, change the date to find another time if needed.
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7.) Fill out the information and select **Schedule** at the bottom