

Scheduling an Advising Appointment in Navigate Video Transcript:

Hello, this video will take you through how to schedule an appointment with your advisor in Navigate.

From your Navigate home page, you will go to the appointments area. From here, you will click on my team and click on your advisor's name. This will take you to schedule a new Appointment. You will see that there are various areas that are filled in for you. You will click find available time. From here, you would want to go make sure that the staff is your Advisor and then you're going to select how you would like to meet. There might be a couple of options, there might only be one. So, you would choose the one that works best for you and then you would select the date and time that works best for you. From here, you will go to review your appointment details and confirm. So, you can check your details, make sure everything is correct, and then down here, you can opt in or out for a text message reminder, and then you would click the schedule button.

If your advisor does not have any available times, you would go to the resources tab, click on people, click on your advisor, and find their email contact information. This is how you schedule an appointment with your advisor in Navigate.