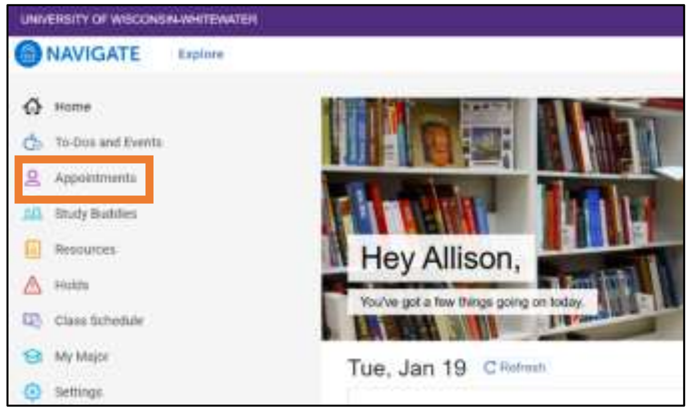
Making an Appointment Through Navigate Student
Student View

Students can make appointments with anyone in their Success Network as long as that faculty/staff member has set up availability. Students can schedule appointments through the **Appointments tab** of their Navigate Student mobile app or desktop site. Note the following workflow is showing the process through the desktop site.

To begin making setting up an appointment, click on the *Appointments* row.



On this screen you will see any upcoming or past appointments you have made through the Navigate Student app. If your advisor or another staff member has made an appointment with you through the Navigate platform, those appointments will also show on this screen.

To create a new appointment, click ***Schedule an Appointment.***

The ***New Appointment*** page opens.

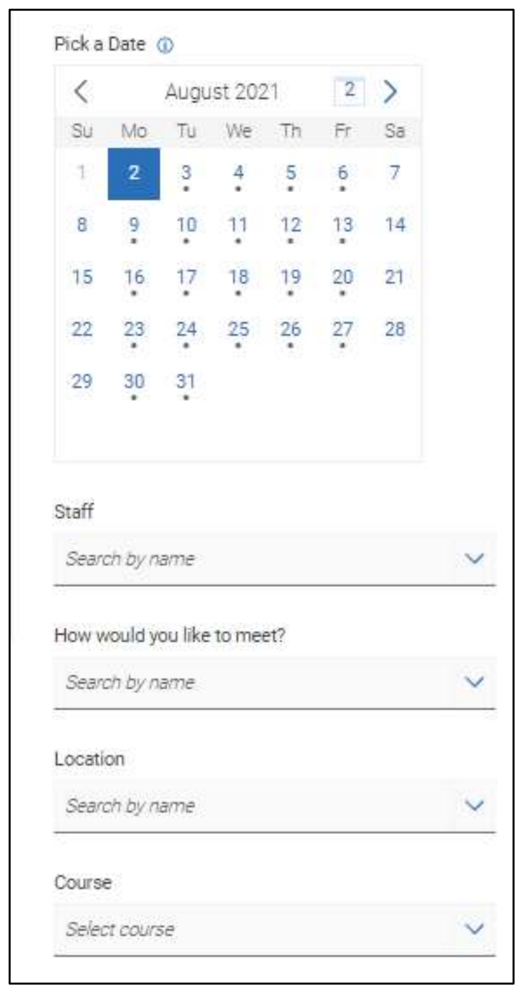
You choose your Care Unit and Service. In the example to the right, these are the fields named *Choose the type of appointment you would like* and *Support Service*. You can choose more than one Care Unit and/or Service.

Once the Care Unit and Service are chosen, you choose a date (this can be modified) and click **Find Available Time**.

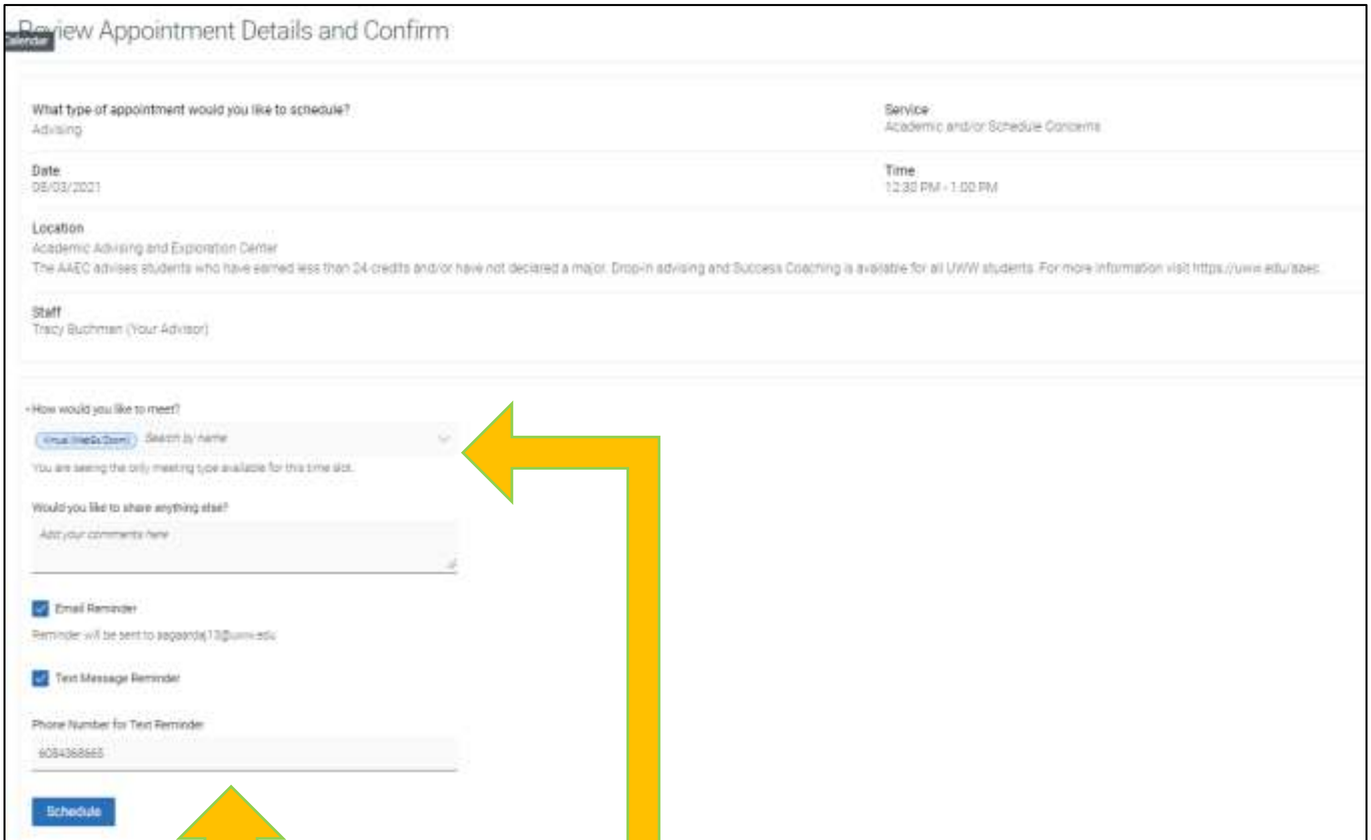
At the top of the page, you will see the options you chose on the previous page. These options can't be changed unless you select the **Start Over** link. These options are shown as "locked" as in the image below.

On the left is a filter panel that also shows the filters chosen, a calendar to pick a date for the appointment, and more filters to narrow appointment options. You can narrow by staff name, how you would like to meet, location, and course and adjust those filters as needed. The main panel updates to reflect filtering automatically.

NOTE: Availability will only show for those individuals who are a part of your assigned success team (i.e., academic advisor, peer mentor, complex director, etc.) who have availability set up.



When you choose an appointment time, regardless of filters chosen, the **Review Detail** page opens.



Notice the “How would you like to meet” field is required. If there is more than one way you can meet (in-person, virtual, phone, etc.) you can change the type of meeting here. You can also go back to filter to the type of meeting you would like if no other meeting type option is available.

You can enter a comment and decide if you want email or text reminders. Once all the options are set, click **Schedule**.

If your appointment is scheduled, you will get a success message and the option to **View Appointments** or **Schedule Another Appointment**.