



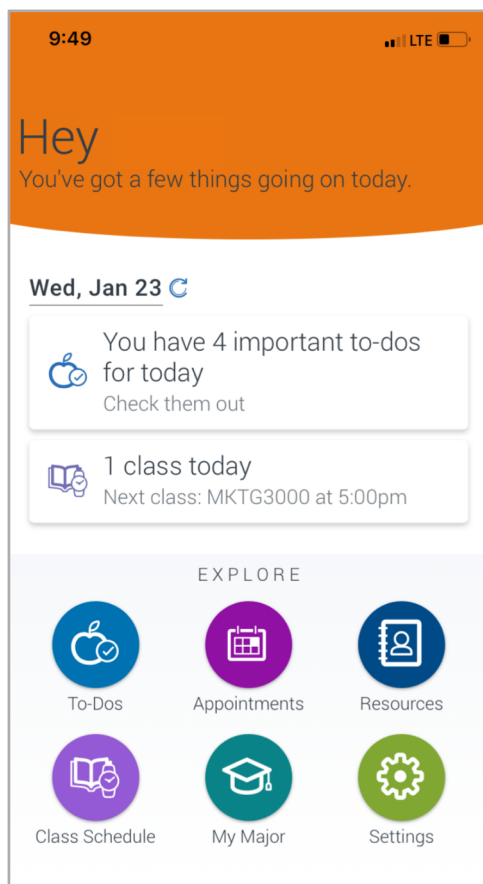
EBA

How to Schedule an Appointment in Navigate

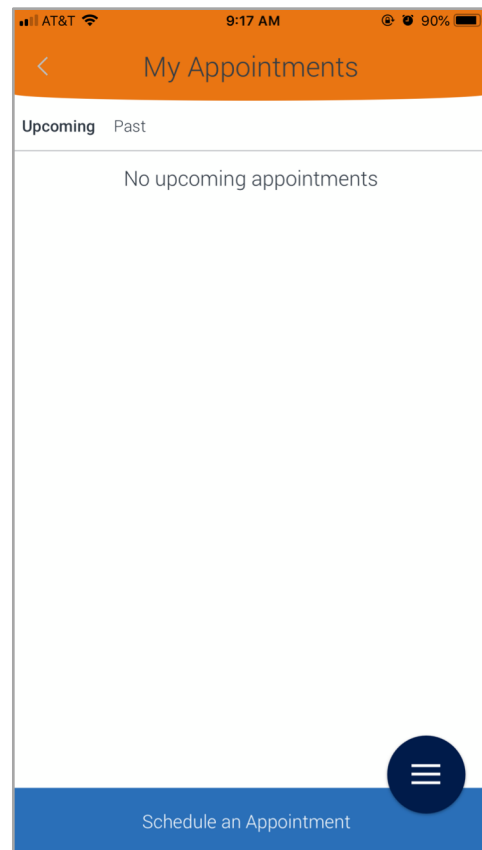
Step One: Log into the Navigate app on your smart phone. If you do not have the app yet, make sure to download the app from your app store, and search *Navigate Student*.



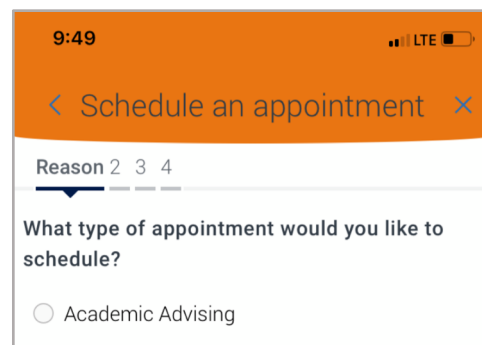
Step Two: Once you are logged in, from the homepage on the app, click on the purple *Appointments* icon.



Step Three: Click on the blue *Schedule an Appointment* button at the bottom of the screen.



Step Four: For what type of appointment, choose *Academic Advising*.



Step Five: Select *EBA Advising*.

AT&T 9:17 AM 90%

< Schedule an appointment X

✓ Reason 2 3 4

What type of appointment would you like to schedule?

☒ Academic Advising

Choose from the following options and click Next.

☒ EBA Advising

Step Six: Click *Next*.

Step Seven: Select your campus location.

Step Eight: Faculty Advisors will display below. Select a faculty member based on your program of study. Visit our [EBA website](#) for assistance.

AT&T 9:18 AM 89%

< Select location and staff X

✓ ✓ Location & Staff 3 4

What location do you prefer?

☐ Cartersville Site

☐ Douglasville Site

☒ Floyd

☐ Marietta Site

☐ Online

☐ Paulding

Who would you like to meet with? You may choose more than one person.

☐ Allen Dutch

☐ John Gillespie

☐ Christina Wolfe

Step Nine: When a date is available, it will be shown in blue (see example below for Jan. 25th). Select that date, and then select a time that works well for you.

5:26 LTE

< Select available times X

✓ ✓ Available Times 4

Select a day and time.

JAN JAN JAN JAN JAN JAN JAN

20 21 22 23 24 25 26 >

Select a time

5:26 LTE

< Select available times X

✓ ✓ ✓ Available Times 4

Select a day and time.

JAN JAN JAN JAN JAN JAN JAN

20 21 22 23 24 25 26 >

Select a time

08:00 AM

Step Ten: Click *Next*.

Step Eleven: Enter in comments you would like your advisor to know before your appointment, such as questions, topics, transfer school information, etc.

Step Twelve: Select how you would like to be reminded. We recommend selecting both email and text (make sure to double check we have your cell phone number). And then click on *Confirm Appointment*.

The screenshot shows a mobile application interface for confirming an appointment. At the top, the status bar displays the time 5:26, LTE signal, and battery level. The app's header is orange with a back arrow, the text 'Confirm appointment', and a close 'X' icon. Below the header is a progress indicator with three checkmarks and the word 'Confirm'. The main content area is white and includes a 'Confirm Page' title, a question 'Anything specific you want to discuss?' followed by a text input field with the placeholder 'Comments for your ...', and a 'Remind Me...' section. In the 'Remind Me...' section, there are two checked checkboxes: 'Send email' and 'Send text message'. Below these are input fields for 'Email:' (containing 'eab-student@student.highlands.edu') and 'Phone number:' (containing '(555) 123-4567'). At the bottom, a blue bar contains the text 'Confirm Appointment'.

5:26 LTE

< Confirm appointment X

✓ ✓ ✓ Confirm

Confirm Page

Anything specific you want to discuss?

Comments for your ...

Remind Me...

☒ Send email

Email:

eab-student@student.highlands.edu

☒ Send text message

Phone number:

(555) 123-4567

Confirm Appointment