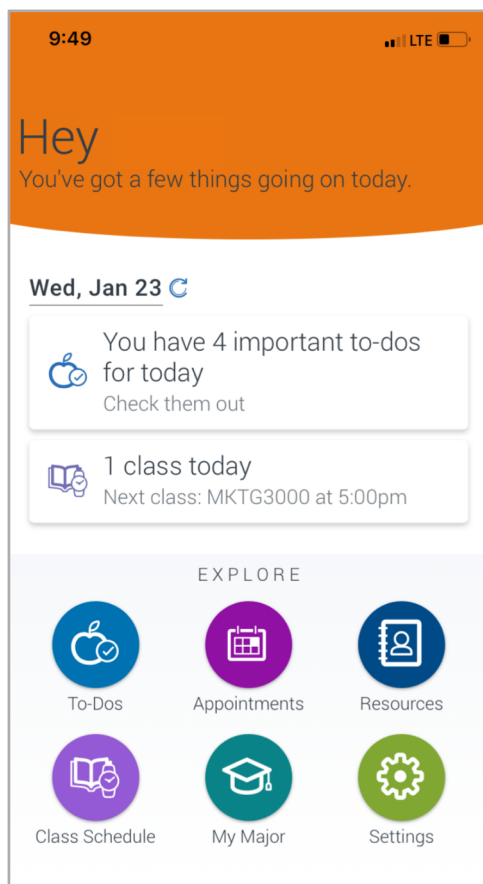# EBA

How to Schedule an Appointment
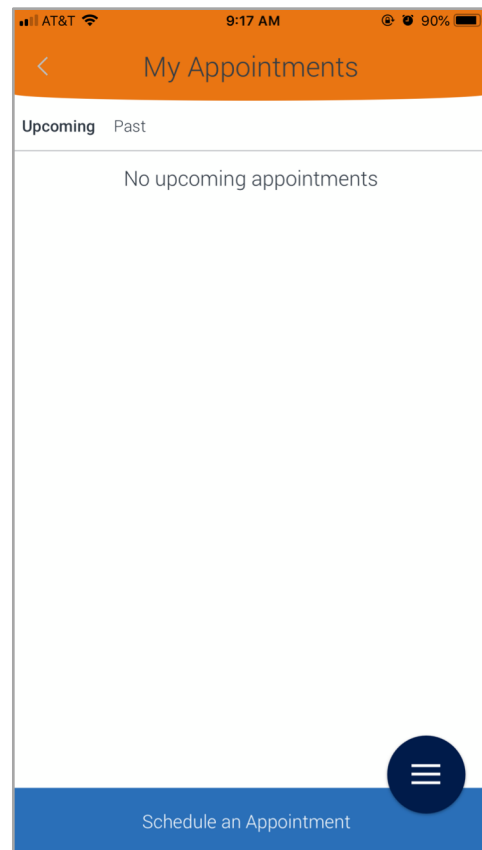### *in Navigate*

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*.
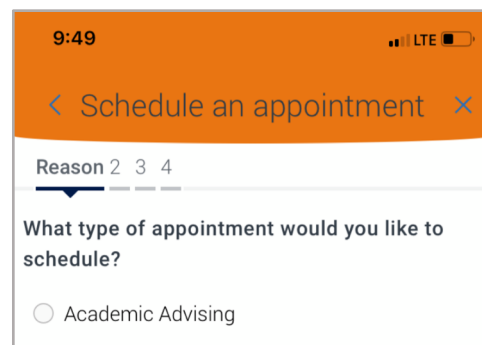

Step Two: Once you are logged in, from the homepage on the app, click on the purple *Appointments* icon.

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*.

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.

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

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*.