Student Facing Appointment Scheduling in EAB Navigate

1) Login to Navigate.
2) Click ‘Get Assistance’ button.

3) Under New Appointment select type of appointment (Tutoring) and Service (course-based tutoring in person or online), pick a date and then click ‘Find Available Time’.
4) Select one of the courses listed to see available times.

5) Click on a time slot.
6) Review Appointment Details. Email and text message reminders can be selected or de-selected. Click submit.

7) Appointment Scheduled.
8) Click ‘View Appointments.’

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**Cancel Appointments**

1) Log into Navigate.
2) Click on appointment under ‘Upcoming Appointments.’
3) Click ‘Cancel Appointment’ under appointment details or click ‘Cancel My Attendance’ at the bottom left of the ‘Manage Appointment’ screen.
4) Select a reason, enter comment, if needed, and click ‘Mark as Cancelled.’ You’ll receive an ‘appointment cancelled’ message when complete.