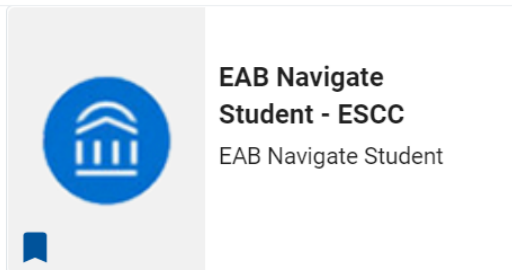# How To Schedule An Appointment In Navigate

This guide will show you how to schedule an appointment using EAB Navigate. Using Navigate, you can schedule appointments for various services on campus including coaching, advising, and tutoring. When you schedule using Navigate, you will automatically receive an email confirmation with instructions on how to access your appointment, and you will receive email and text reminders. A video tutorial can be found here: https://vccs.instructuremedia.com/embed/bdd5a9d3-2d98-4fab-be74-8db4525b10d6

EAB Navigate Student - ESCC
EAB Navigate Student

1. Start by logging into your MyESCC account. Once you've logged in, selected the EAB Navigate Student – ESCC tile (as shown at left)

2. On the following screen, click the blue button that says "Login with your school account" to finish signing in. If this is your first time using Navigate, you will also need to accept the Terms & Conditions and complete a brief intake survey.
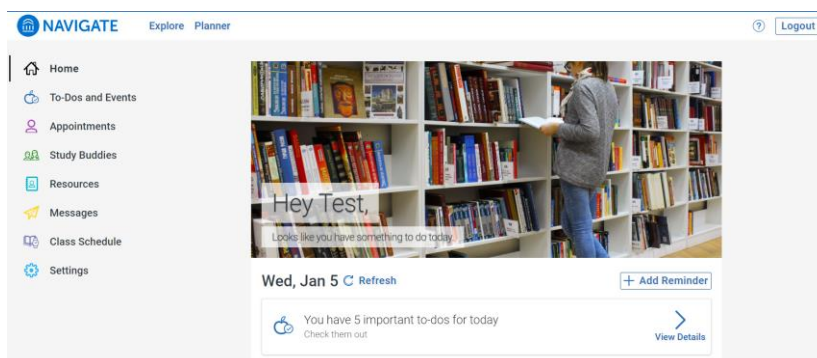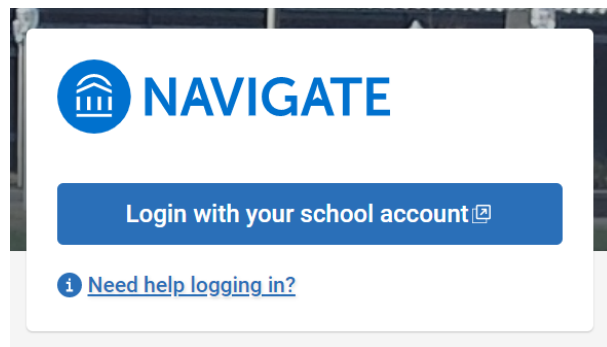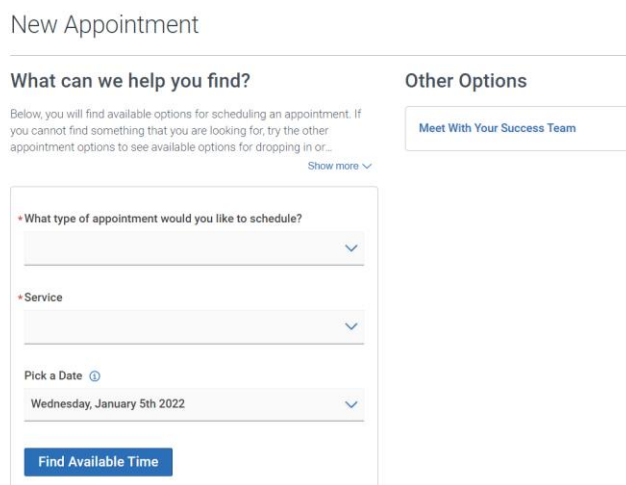

3. Your home page will look like the picture at left. From the menu on the left hand panel, select "Appointments."
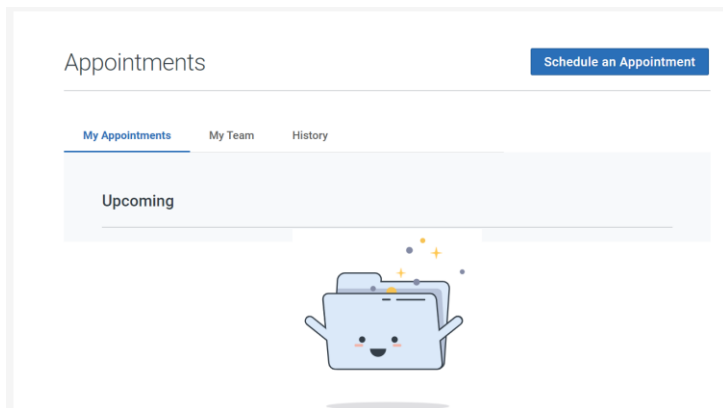
Appointments

4. Your Appointments page will look like this. If you have any upcoming appointments, they will be shown here. You can also select "My Team" to view your assigned coaches, advisors, etc. Selecting "History" will let you see past appointments. To schedule a new appointment, click "Schedule an Appointment" in the upper right corner.

5. This is the New Appointment screen. Start by selecting what type of appointment you want to schedule. This is where you specify Coaching, Advising, Tutoring, etc. Once you have selected that, you can choose the specific service you are requesting. Finally, you can select your preferred meeting date. Then click "Find Available Time."

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or...

Show more ⌄

Other Options

Meet With Your Success Team

* What type of appointment would you like to schedule?

* Service

Pick a Date ⓘ

Wednesday, January 5th 2022

Find Available Time

New Appointment

All Filters   Start Over

What type of appointment would you like to schedule?
○ Coaching

Service
○ Academic Support Services

Pick a Date ⓘ

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

🔒 Coaching   🔒 Academic Support Services

Student Services

Wed, Jan 5th

(10:00 - 10:30 AM) (10:30 - 11:00 AM) (11:00 - 11:30 AM) (12:30 - 1:00 PM) (1:00 - 1:30 PM) (1:30 - 2:00 PM) (2:00 - 2:30 PM) (2:30 - 3:00 PM) (3:00 - 3:30 PM) (3:30 - 4:00 PM)

Thu, Jan 6th

(9:00 - 9:30 AM) (9:30 - 10:00 AM) (10:00 - 10:30 AM) (10:30 - 11:00 AM) (11:00 - 11:30 AM) (11:30 - 12:00 PM) (12:00 - 12:30 PM) (12:30 - 1:00 PM) (1:00 - 1:30 PM) (1:30 - 2:00 PM) (2:00 - 2:30 PM) (2:30 - 3:00 PM) (3:00 - 3:30 PM) (3:30 - 4:00 PM)

Fri, Jan 7th

(9:00 - 9:30 AM) (9:30 - 10:00 AM) (10:00 - 10:30 AM) (10:30 - 11:00 AM) (11:00 - 11:30 AM) (11:30 - 12:00 PM) (12:00 - 12:30 PM) (12:30 - 1:00 PM) (1:00 - 1:30 PM) (1:30 - 2:00 PM) (2:00 - 2:30 PM) (2:30 - 3:00 PM) (3:00 - 3:30 PM) (3:30 - 4:00 PM)

Mon, Jan 10th

6. The New Appointment screen will look like this. If you are scheduling a Coaching or Advising appointment, you will only be able to schedule with your assigned staff member, and only their available times will be displayed. You can pick a date on the calendar to the left, or select one of the available times lists on the right

Staff

Search by name   ⌄

How would you like to meet?

Search by name   ⌄

Location

Search by name   ⌄

Course

Select course   ⌄

7. Below the calendar, there are several options for you to filter your search. If you select anything for these options, it will only display available appointments that fit your preferences. The most important of these is "How would you like to meet," which allows you to choose either an in-person, phone, or Zoom meeting.

8. After selecting an appointment time, you will have a final opportunity to review your appointment details before confirming. If you did not already specify your meeting type, you will need to do so now. You also have the opportunity to add comments. This is not required, but doing so is a good way to give your staff member more information so they can be better prepared to assist you. Email and text reminders are set to send automatically. You can opt out of these by unchecking the box, but this is not recommended. You will need to supply a phone number for the text reminder. Once everything looks good, click the blue "Schedule" button to confirm your appointment!

Review Appointment Details and Confirm

What type of appointment would you like to schedule?
Coaching

Service
Academic Support Services

Date
01/05/2022

Time
12:30 PM - 1:00 PM

Location
Student Services

* How would you like to meet?

Search by name

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

☑ Email Reminder
Reminder will be sent to ts62528@email.vccs.edu

☑ Text Message Reminder

Phone Number for Text Reminder

Schedule

Success!

Appointment Scheduled
Great job scheduling your appointment!

View Appointments   Schedule Another Appointment

9. Once you hit Schedule, you will receive this message letting you know that the appointment was successfully scheduled. From here, you have the option to View Appointments or Schedule Another Appointment. You will also receive an email confirming your appointment.

10. You can cancel your appointment at any time. If you are unable to attend a scheduled appointment, please remember to cancel so that time slot becomes available for other students! To do so, you will need to select the appointment you wish to cancel from the list of upcoming appointments.

Appointments

My Appointments   My Team   History

Upcoming

Academic Support Services with Matthew Anthony
Scheduled for 01/11/2022 02:30 PM
Meeting Type: Phone

Academic Support Services with Matthew Anthony
Scheduled for 01/12/2022 09:00 AM
Meeting Type: In-Person

Appointment Details

Academic Support Services with Matthew Anthony

Care Unit
Coaching

Service
Academic Support Services

Date
01/11/2022

Time
02:30 PM

Location
Student Services

People
Matthew Anthony

Details
IMPORTANT: To access your coaching appointment with Matt Anthony, click the Zoom video link below. If you plan to access your coaching session via telephone, dial (1-646-558-8656) and enter the Meeting ID number (765 262 0242#) when prompted. The meeting ID is required for phone sessions.

All coaching sessions require a scheduled appointment. You will not be admitted in a virtual advising meeting without a scheduled appointment in Navigate. If you are unable to keep your academic advising appointment, access Navigate or contact your coach to cancel/reschedule your appointment.

For additional assistance, please use the links below to contact staff members from other departments:
• Academic Advising
• Financial Aid
• Registrar
• Student Services
• Workforce Programs

Thank you,

Matt Anthony
ESCC Success Coach

URL / Phone Number
https://vccs.zoom.us/my/matt.anthony

Comments
None

Meeting Type
Phone

Cancel Appointment

11. Clicking the appointment will bring up the Appointment Details page. At the bottom, you will see a button you can click to Cancel Appointment. Once you click that, you will be asked to select a reason for cancelling, and can add comments if you want. You will then click "Cancel Appointment" and should receive a notification that the appointment was successfully cancelled. Cancelling an appointment will also send an email notice to both you and the staff member.