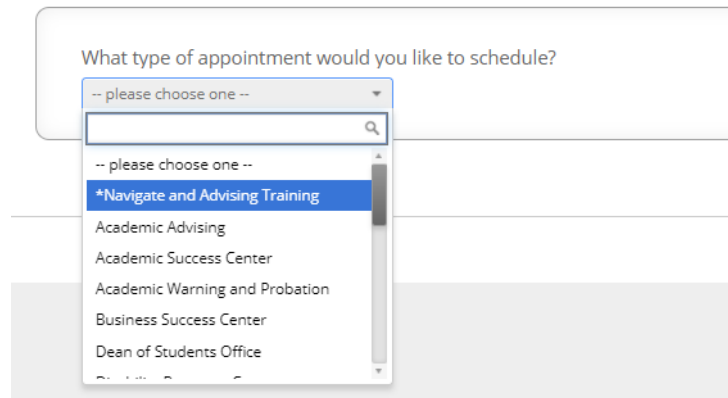


# How to Schedule an Appointment for Navigate and Advising Training

**Step 1:** Use the following link to get to the Navigate scheduling page: [Make an Appointment](#) and sign in using your SCSU email and password if needed.

**Step 2:** Select Navigate and Advising Training from the drop-down menu

## Schedule Appointment



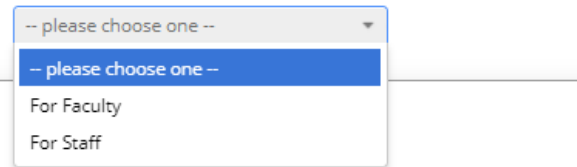
What type of appointment would you like to schedule?

-- please choose one --

- please choose one --
- \*Navigate and Advising Training
- Academic Advising
- Academic Success Center
- Academic Warning and Probation
- Business Success Center
- Dean of Students Office

**Step 3:** Select faculty if you are looking for faculty training and staff if you are looking for staff training.

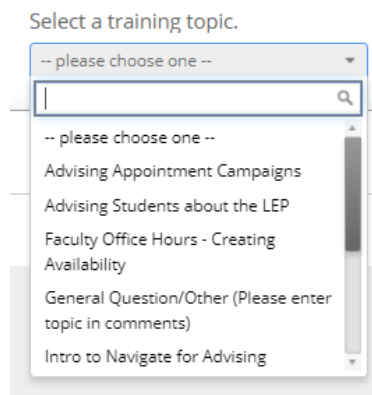
Please select if you are a faculty or staff member.



-- please choose one --

- please choose one --
- For Faculty
- For Staff

**Step 4:** Select your desired training topic from the provided options and select Next.



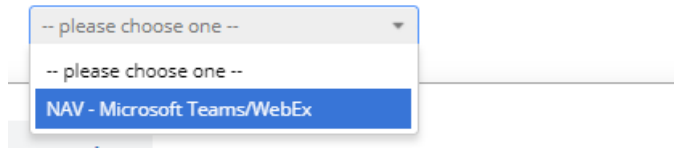
Select a training topic.

-- please choose one --

- please choose one --
- Advising Appointment Campaigns
- Advising Students about the LEP
- Faculty Office Hours - Creating Availability
- General Question/Other (Please enter topic in comments)
- Intro to Navigate for Advising

**Step 5:** All training will be held via Microsoft Teams or WebEx; this information will be provided to you after scheduling. Select this and click Next.

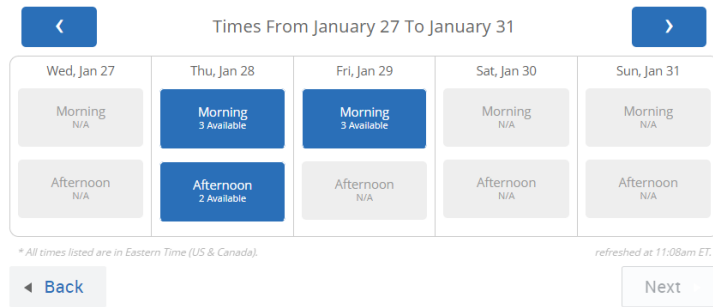
All trainings will be held via Microsoft Teams/Webex.



A screenshot of a dropdown menu. The menu is open, showing a list of options. The top option is "-- please choose one --". The second option is "-- please choose one --". The third option is "NAV - Microsoft Teams/WebEx", which is highlighted in blue. The dropdown is positioned over a light gray background.

**Step 6:** The next screen will show you available times for the training you have selected. Chose the time the best works for you and click Next.

### Schedule Appointment



A screenshot of the "Schedule Appointment" screen. The title is "Times From January 27 To January 31". Below the title is a grid of days and times. The grid has 5 columns for days: Wed, Jan 27; Thu, Jan 28; Fri, Jan 29; Sat, Jan 30; Sun, Jan 31. Each day has two rows for "Morning" and "Afternoon". The "Morning" row for Thu, Jan 28 and Fri, Jan 29 is highlighted in blue, indicating 3 available times. The "Afternoon" row for Thu, Jan 28 is highlighted in blue, indicating 2 available times. All other cells are gray with "N/A". Below the grid is a note: "\* All times listed are in Eastern Time (US & Canada)." and "refreshed at 11:08am ET.". At the bottom are "Back" and "Next" buttons.

| Wed, Jan 27      | Thu, Jan 28              | Fri, Jan 29            | Sat, Jan 30      | Sun, Jan 31      |
|------------------|--------------------------|------------------------|------------------|------------------|
| Morning<br>N/A   | Morning<br>3 Available   | Morning<br>3 Available | Morning<br>N/A   | Morning<br>N/A   |
| Afternoon<br>N/A | Afternoon<br>2 Available | Afternoon<br>N/A       | Afternoon<br>N/A | Afternoon<br>N/A |

\* All times listed are in Eastern Time (US & Canada). refreshed at 11:08am ET.

Back Next

**Note:** You can use the blue arrows to see future times if available.

**Step 7:** review the details of your appointment and select the "Confirm Appointment" button to sign up for this training.

**Note:** You will be able to see instructions about how this meeting is being held on this page under "Additional Details". Once you confirm the appointment you will receive a confirmation email which will also include all of these details.

**Confirm Appointment**