## How to Setup an Appointment with an Advisor

1. Open Navigate up by using the Login button at gvsu.edu/navigate



Grand Valley State University has partnered with the <u>Educational Advisory Board</u> (EAB) to bring you Navigate, a student success software that assists with appointment making and access to services on campus. Navigate will be implemented throughout GVSU's campuses and services over the next year and the primary goals for this implementation is to create a one-stop-shop for students to be able to access services with greater ease. Navigate also provides a better platform for Faculty and Staff at GVSU to be able to serve and assist the students at GVSU.

Navigate utilizes GVSU's Single Sign-On process, which means that whether you're a Faculty, Staff, or Student, you'll be able to access by using the below Login.



## 2. Click on "Schedule an Appointment"



3. Select "Academic Advising", then indicate which Major, Minor or program you'd like to meet about, make sure to set the date to the day you're looking to meet on and click "Find Available Time"

* Select the Area or Office you'd like to meet with	
Academic Advising ×	
Select the reason or major/minor/program you'd like to meet above the select the reason of the select the	but
	`
Pick a Date 🕦	

4. If there are multiple locations where you can meet be sure to pick the one that works best for you, and then pick a time from the available time slots.

All Filters Start Over						S	Start Over			
Select	the Are	a or O	ffice ye	ou'd lik	e to m	eet wit	2 Locations			
A	cadem	ic Advi	sing				< Thu, Jan 14th >			
Select to mee	t abou	t	major	/minor	r/progr	am yo	u'd like CLAS Advising (Allendale) Drop-In Times Available			
<	January 2021 14 Mo Tu We Th Fr				14 Fr		1.00-1.30 AM (130-200 AM (200-230 AM (230-300 AM (300-330 AM (330-400 AM (400-430 AM (430-430 AM (530-500 AM (530-500 AM (530-600 AM (630-700 AM (730-730 AM (730-730)			
Su	Мо	TU	vve	Th	Fr 1	2	800-830 AM			
3	4	5	6	7	8	9	Show more 🗸			
10	11	12	13	14 •	15	16	CLAS Advising (Video)			
17	18	19	20	21	22	23	Drop-In Times Available			
24	25	26	27	28	29	30	MM 1 Person All times listed are in local browser timezon			

5. Before your appointment is booked you must review the information. Add any additional comments to the staff, and make sure to click Confirm Appointment. If you want to make changes or pick a different time click "Go Back".

< Go Back   Dashboard	
Review Appoint Int Details and Confirm	
Select the Area or Office you'd like to meet with Academic Advising	Select the reason or major/minor/program you'd like to meet about History
Date 01/14/2021	Time 1:00 AM - 1:30 AM
Location CLAS Advising (Allendale)	
Staff	
Would you like to share anything else?	
Add your comments here	
C Email Reminder	
Reminder will be sent to przybytl@gvsu.edu	
Text Message Reminder	
Phone Number for Text Reminder Schedule	

6. Once you've clicked Confirm Appointment you should get an email confirmation of the appointment being booked and you're all set!