## How to Setup an Appointment

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 the Area or Office you're looking to meet with and then select the reason that you're wanting to meet about.

What	can we help you find?	
	ne Area or Office you'd like to meet with	
Academ	c Advising ×	`
*Select ti	ne reason or major/minor/program you'd like to mee	et about
		N .
Pick a D	ate (j)	
Thurso	lay, January 14th 2021	· · · · · · · · · · · · · · · · · · ·

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 Area or Office you'd like to meet with						eet wit	th 2 Locations
A	Academic Advising						< 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			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) 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!