How to Setup an Appointment with OMA

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

Grand Valley State University has partnered with the Educational Advisory Board (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.

If you have questions or are having technical issues with Navigate please contact NavigateHelp@gvsu.edu.

2. Click on “Schedule an Appointment”

3. Select Student Support, Inclusion and Social Justice and then the reason that you want to meet

Schedule Appointment

What type of appointment would you like to schedule?

- Student Support, Inclusion, and Social...

Choose from the following options and click Next.

- Connecting to Campus Resources

Next
4. Select the **Office**, in this case OMA, that you want to meet at and then the staff member you’d like to meet with.

5. Select the time that you would like to meet and then click Next.
6. Before your appointment is booked you must review the information. Add any additional comments to the staff, and make sure to click Confirm Appointment.

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