**Step 1:** Open the GVSU website and choose the compass icon located in the top right-hand corner to open Navigate**.**

A group of people in lab coats

Description automatically generated

**Step 2:** Log into Navigate using your GVSU student information.

A group of people sitting on a bench

Description automatically generated

**Step 3:** On the home screen, select "Schedule an appointment" located on the right-hand side of the screen.

A screenshot of a computer

Description automatically generated

**Step 4:** Then you will fill out the following questions about which office, service and date you would like to set up an appointment for. For SASC, the office you’ll select “Student Academic Success Center.” Then click on "find available time."

A screenshot of a computer

Description automatically generated

**Step 5:** From there, you will select a time that works best for you and a professional that you would like to meet with.

A screenshot of a computer

Description automatically generated

**Step 6:** After you completed making an appointment, you will get a confirmation email for your appointment.