

How to Check-In to an Appointment Online

1. This is for when you have an appointment, if you still need to schedule one please refer to our resources section that includes a guide on setting up an appointment
2. 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.

3. Under “Upcoming Appointments” click on “Check-In Online” and you’re all set!

The screenshot shows the 'NAVIGATE' Student Home interface. At the top left is the NAVIGATE logo. Below it is a navigation sidebar with icons for home, mail, calendar, search, and a plus sign. The main content area is titled 'Student Home' and includes tabs for 'Class Information', 'Reports', and 'Calendar'. Under 'Classes This Term', there is a table with columns for 'CLASS NAME', 'PROFESSOR', 'DAYS/TIMES', 'MID', and 'FINAL'. A message below the table states: 'This student is not enrolled in any classes in the current term.' On the right side, there is a sidebar with the Grand Valley State University logo and several sections: 'Schedule an Appointment' (a blue button), 'Quick Links' (with links for 'Take me to...' and 'School Information'), 'Current Visits' (with the text 'You have no current visits.'), and 'Upcoming Appointments'. Under 'Upcoming Appointments', there is a calendar icon, the text 'Math, Linear Algebra I', and a green button labeled 'Check-In Online'. A large blue arrow points from the bottom right towards this 'Check-In Online' button.