

# How to Setup an Appointment with an Advisor

1. Open Navigate up by using the Login button at [gvsu.edu/navigate](https://gvsu.edu/navigate)



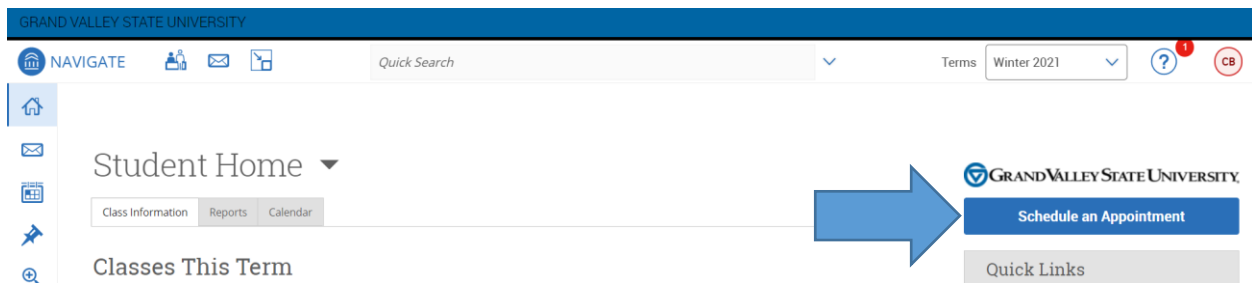
Grand Valley State University has partnered with the [Educational Advisory Board \(EAB\)](#) to bring you Navigate, a student success software that assists with appointment making and access to services on campus. Navigate will be implemented throughout GVSU's campuses and services over the next year 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](mailto:NavigateHelp@gvsu.edu).

2. Click on "Schedule an Appointment"



3. Select "Academic Advising" and then indicate which Major, Minor or program you'd like to meet about.

Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

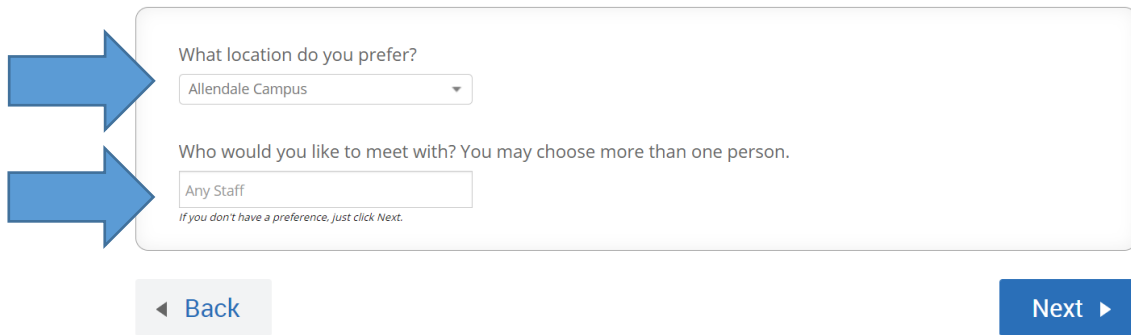
What office would you like to meet with?

Choose from the following Majors/Minors and click Next.

[Next ▶](#)

4. Select the Location you'd like to meet at and then the advisor you'd like to meet with (if you don't have a preference you can leave this as "Any Staff").

## Schedule Appointment



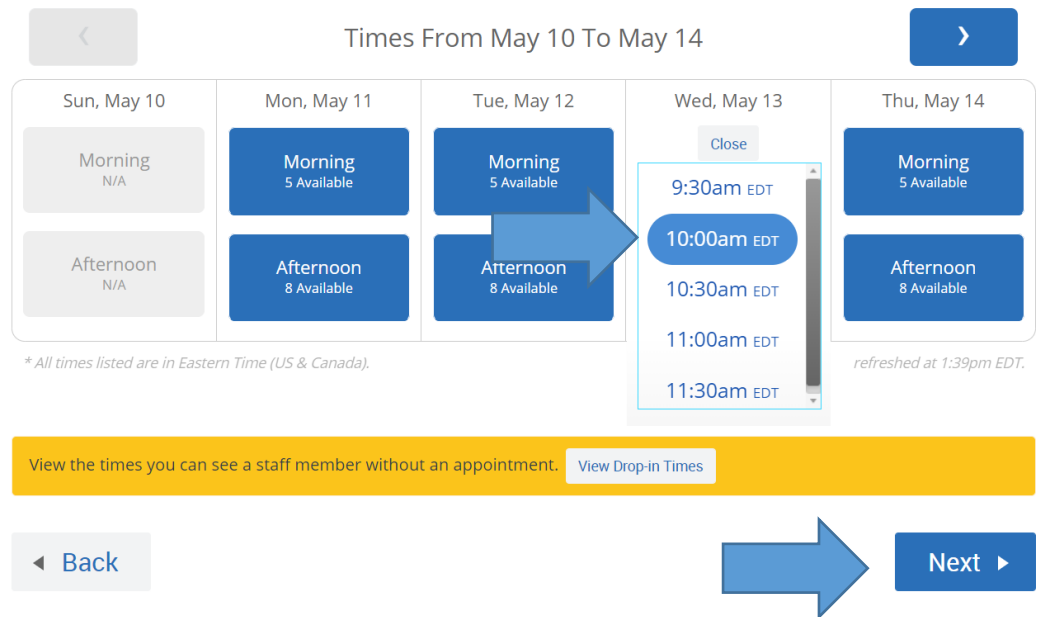
What location do you prefer?  
Allendale Campus

Who would you like to meet with? You may choose more than one person.  
Any Staff  
If you don't have a preference, just click Next.

◀ Back Next ▶

5. Select the time that you would like to meet and then click Next

## Schedule Appointment



Times From May 10 To May 14

Sun, May 10	Mon, May 11	Tue, May 12	Wed, May 13	Thu, May 14
Morning N/A	Morning 5 Available	Morning 5 Available	<b>Close</b> 9:30am EDT 10:00am EDT 10:30am EDT 11:00am EDT 11:30am EDT	Morning 5 Available
Afternoon N/A	Afternoon 8 Available	Afternoon 8 Available		Afternoon 8 Available

\* All times listed are in Eastern Time (US & Canada). refreshed at 1:39pm EDT.

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

◀ Back 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

### Appointment Details

Who: [redacted] with [redacted]  
Why: Choosing/Changing a Major/Minor

When: Wednesday, May 13  
10:00am - 10:30am EDT

Where: Allendale Campus

### Additional Details



Room 101, Building A  
Bring your worksheet with you.

Is there anything specific you would like to discuss with Patricia ?

Comments for your staff...

Send Me an Email  
 Send Me a Text  
Please provide your mobile number

[redacted] [input type="text"]

[← Back](#)  [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!