

How to Setup an Appointment with an Advisor

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

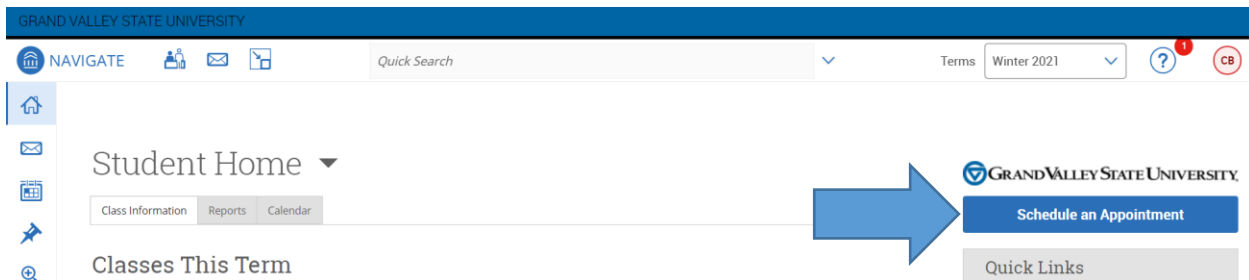


Grand Valley State University has partnered with the [Educational Advisory Board](#) (EAB) to bring you Navigate, a student success software that assists with appointment making and access to services on campus. Navigate will be implemented throughout GVSU's campuses and services over the next year and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



2. Click on "Schedule an Appointment"



3. Select "Academic Advising", then indicate which Major, Minor or program you'd like to meet about, make sure to set the date to the day you're looking to meet on and click "Find Available Time"

A screenshot of the "New Appointment" form. The form is titled "New Appointment" and has a search bar at the top. Below the search bar are two dropdown menus. The first dropdown menu is labeled "Select the Area or Office you'd like to meet with" and has "Academic Advising" selected. The second dropdown menu is labeled "Select the reason or major/minor/program you'd like to meet about" and has "History" selected. Below these dropdowns is a date picker labeled "Pick a Date" with "Thursday, January 14th 2021" selected. At the bottom of the form is a blue button labeled "Find Available Time". A blue arrow points from the left towards the "Academic Advising" dropdown menu.

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.

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”.

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