

Student Appointment Scheduling in Navigate

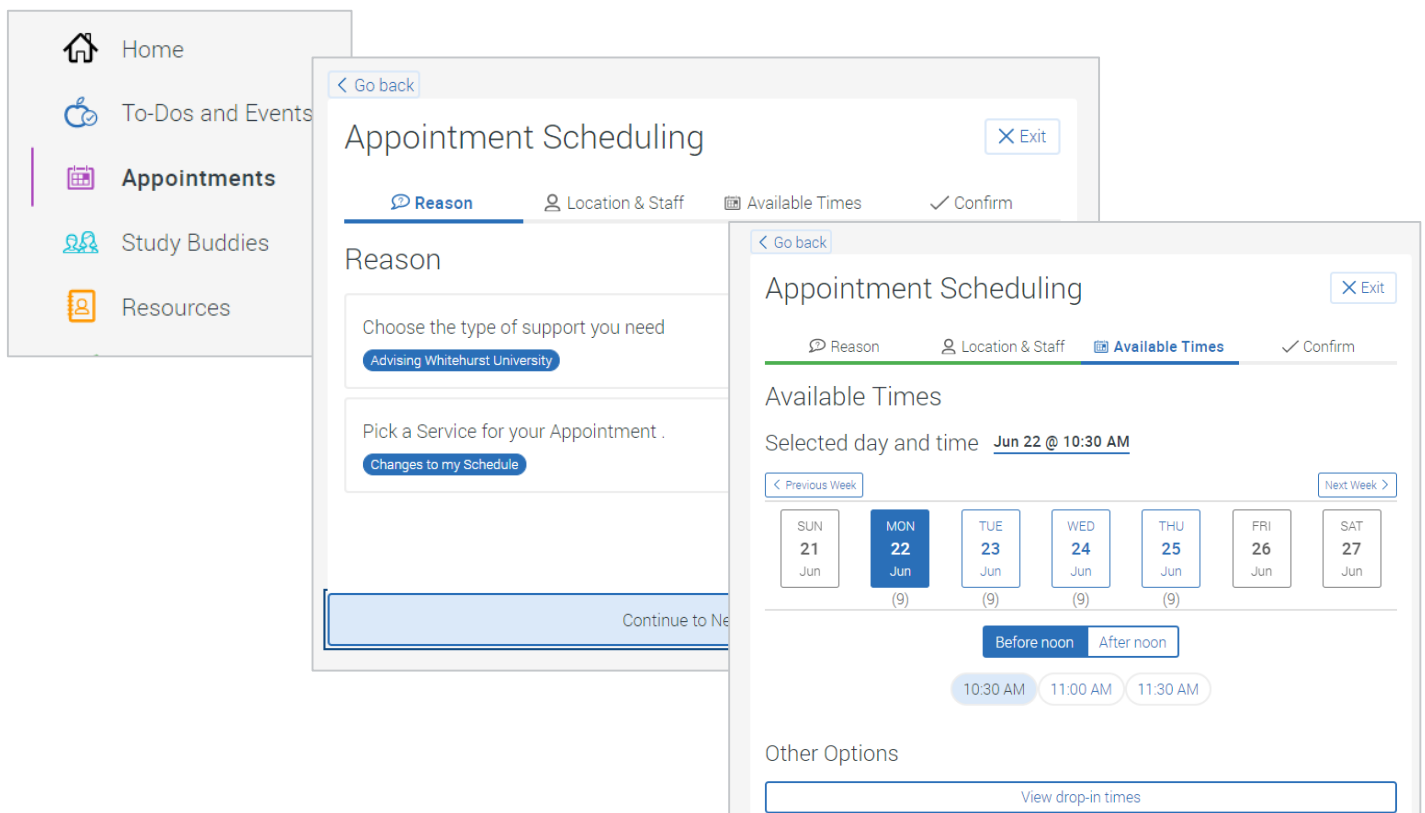
How to access:

- Using a computer or tablet, go to <https://citytech-cuny.navigate.eab.com/>
- Log in using your CUNYfirst credentials (*firstname.lastname+last digits of your CUNY ID* – you don't need to include @login.cuny.edu)
 - If you encounter difficulty logging into the Navigate Student app, please log into CUNYfirst to make sure you do not need to reset your CUNYfirst password

***Note:** The first time you login, you will be prompted to take a short survey. Please fill this out as accurately as you can, this information will help us get to know you and connect you with resources

How to make an appointment:

1. Once logged in, click the "Appointments" icon and select "Schedule an appointment"
2. Follow the prompts to input what type of appointment you want to schedule. For example, if you want to meet with an advisor, select "Advising" in the first prompt
3. Continue making your selections; if you don't see the exact type of appointment you are looking to schedule, select the closest option – you will have an opportunity to input a comment or specific question when confirming your appointment
4. After you've made your selections, you will be prompted to select a staff member to meet with and you will see the dates and times they are available for appointments. You can click to view future weeks if there are no more times available in the current week
5. The last step is to confirm your appointment; if you have any questions or comments to share, type them in the box on the confirmation screen and then click "Confirm Appointment"



The image displays three overlapping screenshots of the 'Appointment Scheduling' interface in the Navigate system.

- Left Screenshot:** Shows the main navigation menu with options: Home, To-Dos and Events, **Appointments** (highlighted), Study Buddies, and Resources.
- Middle Screenshot:** Shows the 'Appointment Scheduling' screen with the 'Reason' step selected. The user has chosen 'Advising Whitehurst University' as the reason and 'Changes to my Schedule' as the service. The screen includes tabs for Reason, Location & Staff, Available Times, and Confirm.
- Right Screenshot:** Shows the 'Appointment Scheduling' screen with the 'Available Times' step selected. It displays a calendar for June 2022 with 'MON 22 Jun' selected at '10:30 AM'. The screen includes tabs for Reason, Location & Staff, Available Times, and Confirm. Below the calendar, there are options for 'Before noon' and 'After noon', and a list of available times: 10:30 AM, 11:00 AM, and 11:30 AM.