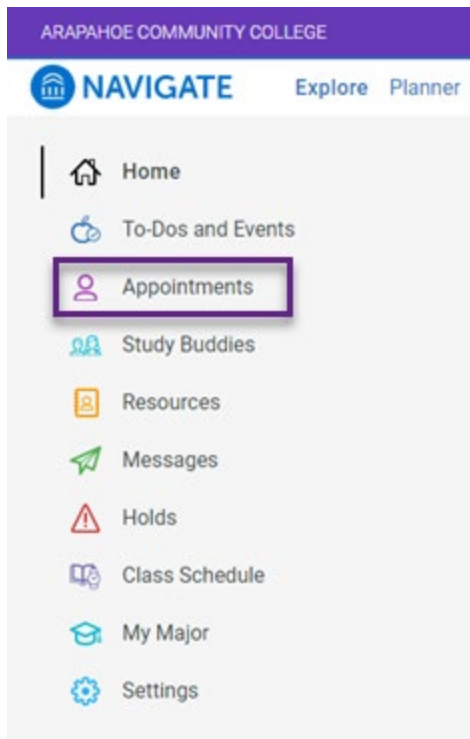# Scheduling an Appointment in Navigate

1. Log in to Navigate
   a. If at any time you need technical assistance with Navigate, please use the question mark icon in the upper right corner to request "Technical Help." In the mobile app, "Technical Help" is under "Settings".
   b. Quick demo, no sound.
2. Select Appointments

3. From this screen you will be able to see both upcoming appointments and appointment invitations from staff.
    a. "My Team" will provide a list of staff assigned to you as part of your "success team". This information can also be seen under "Resources, People"
    b. "History" will show any past appointments.

Appointments   Schedule an Appointment

My Appointments   My Team   History

Upcoming

No Upcoming Appointments Yet!

Appointment Invites

No Appointment Invitations Yet!

4. Click "Schedule an Appointment"

Appointments   Schedule an Appointment

My Appointments   My Team   History

5. Select the area, service, and date you wish to schedule. Click "Find Available Time"

New Appointment

What can we help you find?

What type of appointment would you like to schedule? *

Service *

Pick a Date ⓘ

Sunday, January 17th 2021   ⌄
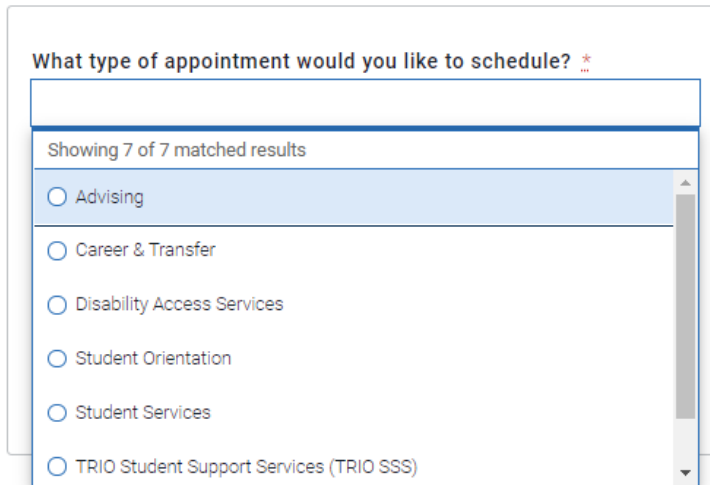
[Find Available Time]

Other Appointment Options

Request Appointment Time

Meet With Your Success Team

6. There are several options under "what type of appointment". Please note that not all options may be available for appointments. If you do not see a department, please contact the department directly or use the question mark icon in the upper right corner of Navigate to request "Technical Help."

What can we help you find?

What type of appointment would you like to schedule? *

Showing 7 of 7 matched results

○ Advising

○ Career & Transfer

○ Disability Access Services

○ Student Orientation

○ Student Services

○ TRIO Student Support Services (TRIO SSS)

   a. Advising – schedule an appointment or view drop-in availability with your academic advisor
   b. Career & Transfer – schedule an appointment or view drop-in availability with a Career & Transfer advisor to discuss career planning or transferring to a 4-year institution
   c. Disability Access Services – schedule an appointment with Disability Services to discuss accommodations
   d. Financial Aid & Veteran Services – schedule an appointment with Financial Aid or if you are connected to the military, schedule an appointment with a staff member for assistance.
   e. High School (Concurrent Enrollment) – if you are a high school student, schedule an appointment with a Concurrent Enrollment Specialist
   f. Instruction & eLearning – schedule an appointment with your professor or with eLearning to get help with D2L.
   g. Student Support Services (TRIO SSS) – if you a student that is part of TRIO SSS, schedule an appointment for the service you need.
   h. Tutoring, Labs & Bookstore - schedule an appointment or view drop-in availability with various areas of tutoring (i.e., Math, Writing Center, Art & Design, Biology Study Lab, Student Success Center, etc.), to gain access to one of the labs (i.e., computer, ceramics, etc.) or other services.
   i. Student Services – schedule an appointment with various areas

7. Some of the above selections may further breakdown options as a "category" based on subject or type of service offered. Some appointment types will be restricted based on your course schedule, location service is available, or advisor/staff assignment.

What type of appointment would you like to schedule? *

Tutoring, Labs, Library & Bookstore ✕

Service *

Showing 7 of 7 matched results

Bookstore
○ Limited Contact Pick Up

Computer Lab Access
○ Mac Quick Use - 30 minutes
○ Mac Standard Use - 60 minutes
○ Windows Extended Use - 90 minutes
○ Windows Quick Use - 30 minutes

8. Once you have made your selections, Click "Find Available Time"

What can we help you find?

What type of appointment would you like to schedule? *

Tutoring, Labs, Library & Bookstore ✕

Service *

Writing Center Appointment ✕

Pick a Date ⓘ

Monday, January 25th 2021   ⌄

Find Available Time

9. Calendar with dots indicate available dates, search by staff, location, course to narrow options or click on "View individual availabilities".

Pick a Date ⓘ

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	**25** •	26 •	27 •	28 •	29	30 •
31						

< [18] January 2021 >

Staff

Search by name

Location

Search by name

Course

Select course

AL CA EJ TC   4 People

View individual availabilities

10. Select the time for your appointment. These options will vary depending on availability of service. If multiple staff are available, all times will be shown.

Mon, Jan 25th

(8:00 - 9:00 AM) (9:00 - 10:00 AM) (10:00 - 11:00 AM) (11:00 - 12:00 PM) (2:00 - 3:00 PM) (3:00 - 4:00 PM) (4:00 - 5:00 PM)

(5:00 - 6:00 PM)

Tue, Jan 26th

(11:00 - 12:00 PM)

11. Example of details for your appointment. Select "Schedule" at the bottom of this screen (not pictured).

Review Detail

What type of appointment would you like to schedule?
Tutoring, Labs, Library & Bookstore

Service
Writing Center Appointment

Date
01/25/2021

Time
8:00 AM - 9:00 AM

Location
Virtual

Details
Appointments are through Zoom and last 50 minutes. Please email your paper to your tutor before the appointment begins(so they can have a copy up on their screen) and use the URL provided to meet your tutor.
If you'd like written comments (vs. a live session), please note this in your email.
If you need assistance with research, please meet with a librarian (Writing Center tutors are not experts on this): https://www.arapahoe.edu/campus-community/library-learning-commons
For questions and emailing documents: emily.jessen@ucdenver.edu

URL / Phone Number
https://ucdenver.zoom.us/j/96998359352

Would you like to share anything else?

Add your comments here

Did you know?
Navigate also has a mobile app. Download the app in the Apple App Store or Google Play Store and Navigate your way to academic success.

Virtual Check-In

Scheduled appointments are visible in Appointments, in the Upcoming Appointments section. The Check-in Online button appears on the day of the scheduled appointment from midnight until the scheduled end time of that appointment.

Once the button is clicked, a notification will appear informing you that you have checked in and to look out for an email, text, or phone call. Please note: the current notification is not configurable, please follow the information that was included in your appointment notification/reminder.
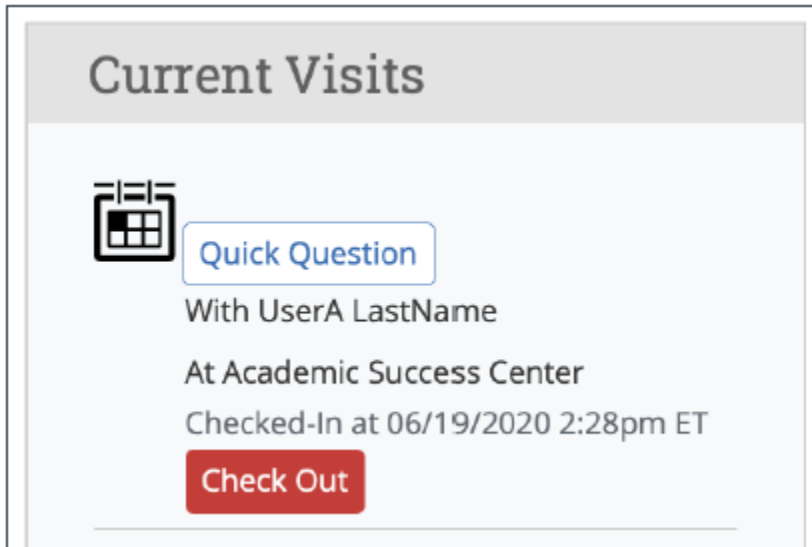
Checking Out of Drop-ins or Appointments

In Appointments, look for "Current Visits" or "Active". When you have completed your visit, click the "Check Out" button.

Once the button is clicked, a notification will appear informing you that you have checked out.