

Navigate Tutorial on Appointment Scheduling For Students (Revised 6.23.20)

Required Browsers: Use Google Chrome (preferred) or Mozilla Firefox

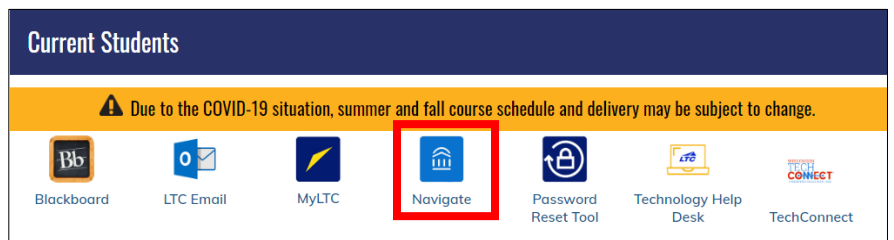
This Tutorial will teach the following: How to login to Navigate, How to schedule an appointment with an advisor and/or student services staff in Navigate, and How to cancel an appointment in Navigate.

How to login to Navigate:

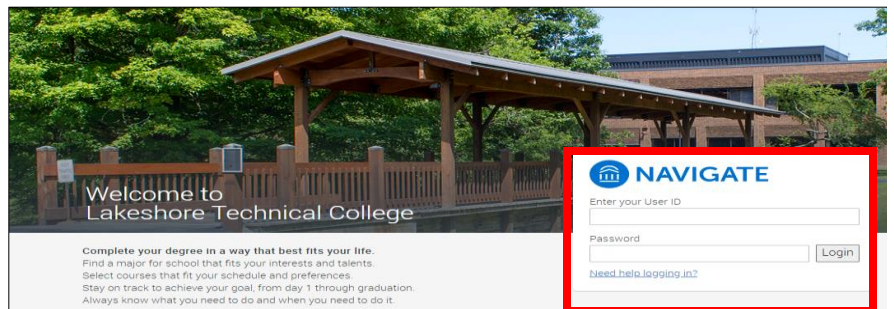
1. On the LTC home page, click on **Current Students**.



2. On the Current Students page, click on **Navigate**.

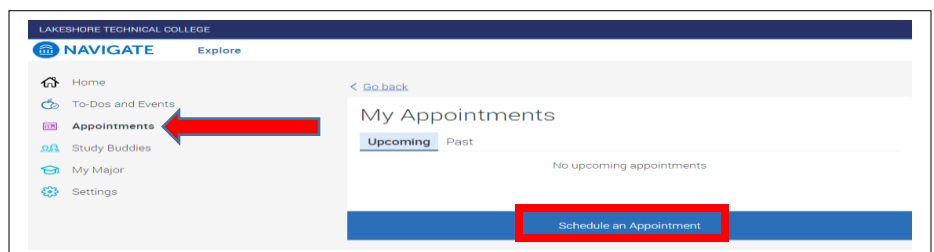


3. Enter your **USER ID** (which is your student ID) and **PASSWORD** (Same as your email address password.)



How to schedule an appointment with an advisor and/or student services staff in Navigate:

1. After successfully logging in as a student, find and click on the **Appointment** calendar. Then, click on **Schedule an Appointment**.



2. Select a reason for your appointment. It will ask “What type of appointment would you like to schedule?” Click **Select** to view your options.

There are a number of options to choose from. The options available are: Advising, Academic & Library Support, Student Involvement, Career Placement Services, TRiO, Testing, and Financial Aid.

After selecting what type of appointment you would like to schedule, click **Answer Next Question**.

The screenshot shows the 'Appointment Scheduling' window. At the top right is an 'Exit' button. Below the title is a '< Back to Reason' link. The main heading is 'What type of appointment would you like to schedule?'. There are five radio button options: 'Advising' (selected), 'Academic & Library Support', 'Student Involvement', 'Counseling Services', and 'Career Placement Services'. A red arrow points to the 'Advising' option. At the bottom, a blue bar contains the text 'Answer Next Question' and a right-pointing arrow, both highlighted with a red box.

3. Choose one of the following options that are available, and click **Done for Reason**.

The screenshot shows the 'Appointment Scheduling' window. At the top right is an 'Exit' button. Below the title is a '< Back to Reason' link. The main heading is 'Choose from the following options and click Next.'. There are five radio button options: 'ELL Advising', 'Financial Aid SAP', 'First-time Program Advising' (selected), 'GED Advising', and 'HSED Advising'. A red arrow points to the 'First-time Program Advising' option. At the bottom, a blue bar contains the text 'Done for Reason' and a right-pointing arrow, both highlighted with a red box.

4. Please confirm the type of appointment you would like to schedule and confirm the option you have chosen for your appointment. Click on **Continue to Next Step**.

The screenshot shows the 'Appointment Scheduling' window. At the top right is an 'Exit' button. Below the title are four tabs: 'Reason' (selected), 'Location & Staff', 'Available Times', and 'Confirm'. The 'Reason' tab is active, showing two sections. The first section is 'What type of appointment would you like to schedule?' with a radio button for 'Advising' and a red arrow pointing to it. The second section is 'Choose from the following options and click Next.' with a radio button for 'First-time Program Advising' and a red arrow pointing to it. Both sections have an 'Edit' button with a right-pointing arrow. At the bottom, a blue bar contains the text 'Continue to Next Step' and a right-pointing arrow, both highlighted with a red box.

5. Click **Select** to indicate what location you prefer.

Appointment Scheduling

< Go back

Reason Location & Staff Available Times Confirm

Location & Staff

What location do you prefer?

> Select

6. Next, it will ask you “What location do you prefer?” Select a location. Not all locations are available; it depends on the type of appointment you are wanting to schedule.

Locations that might be available for you to choose from:

Cleveland Campus
Manitowoc Campus
Sheboygan Campus
Student Resource Center
Virtual

Appointment Scheduling

< Back to Location and Staff

What location do you prefer?

Virtual

Answer Next Question

7. Select who you would like to meet. Although it allows you to select more than one person, **PLEASE ONLY SELECT ONE PERSON**. Then click **Done for Location and Staff** at the bottom.

Appointment Scheduling

< Back to Location and Staff

Who would you like to meet with? You may choose more than one person.

(select one or more)

☐ Schuler, Amber

☒ Goff, Cassandra

☐ Yang, Chou

☐ Irving, Kristi

☐ Yang, Nicole

Done for Location and Staff

8. Please confirm “What location do you prefer?” and confirm “Who would you like to meet with?” **Please do not choose more than one person**. Click on **Continue to Next Step**.

Appointment Scheduling

Reason Location & Staff Available Times Confirm

Location & Staff

What location do you prefer?

Virtual

Who would you like to meet with? You may choose more than one person.

Goff, Cassandra

Continue to Next Step

9. Select available times by choosing **selected day and time available**. Choose the best time for you from **AVAILABLE TIMES**. Click **Continue to Next Step**

10. You will be given a **Confirm** page with the appointment reason, the date, the time, the person who your appointment is with, and the location of your appointment.

You will also be given **additional details** of special instructions from the person who you made an appointment to see.

At the very bottom, there is a text box allowing you to share **“Anything specific you want to discuss...”** with the person whom you are meeting with.

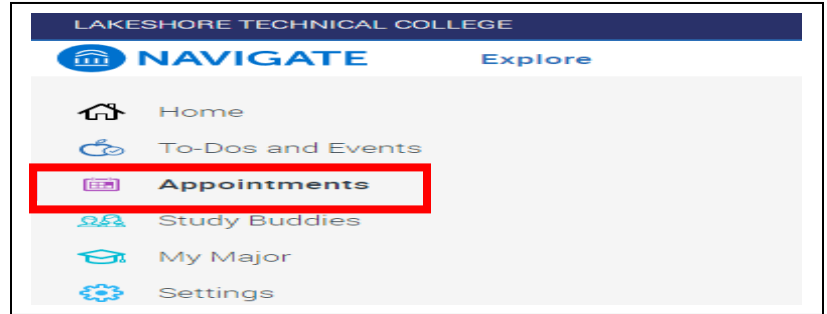
You will also be provided a reminder email. **Please make sure keep the reminder email and text box checked.** Then click **Confirm Appointment**.

11. Once you confirm the appointment, you will get a “Appointment Scheduled” confirmation.

You can **Schedule another appointment** or click **Done**.

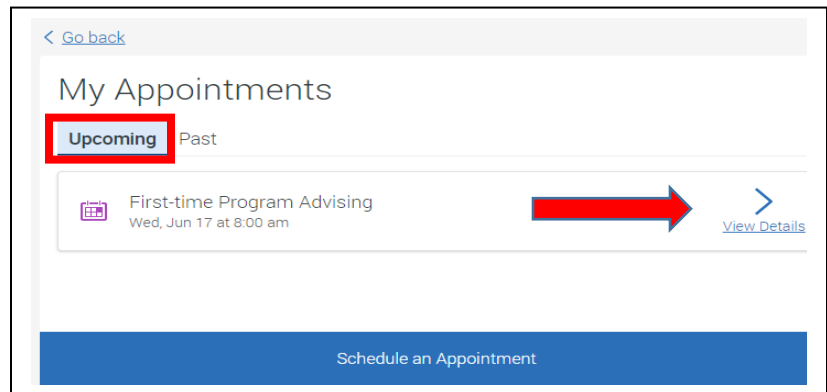
How to cancel an appointment in Navigate:

1. To cancel an appointment, click on **Appointments** on the left side of the screen.

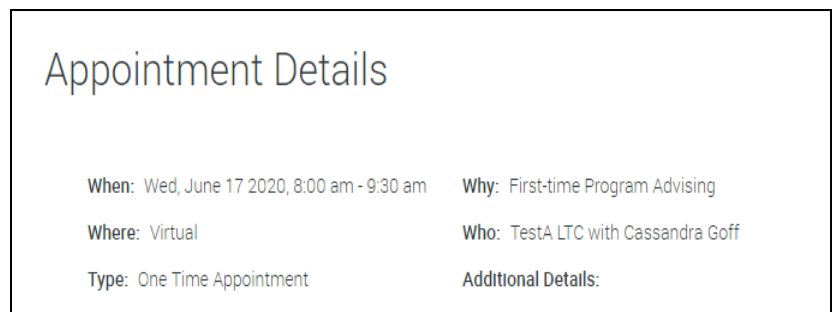


2. You will see all your appointments in **My Appointments** in the **Upcoming** tab, you'll see all upcoming scheduled appointments.

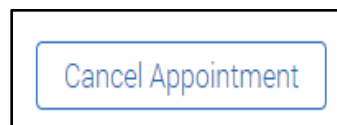
To cancel appointments, click on **View Details**.



3. Once you click on **View Details**, details of your scheduled upcoming appointment will appear.

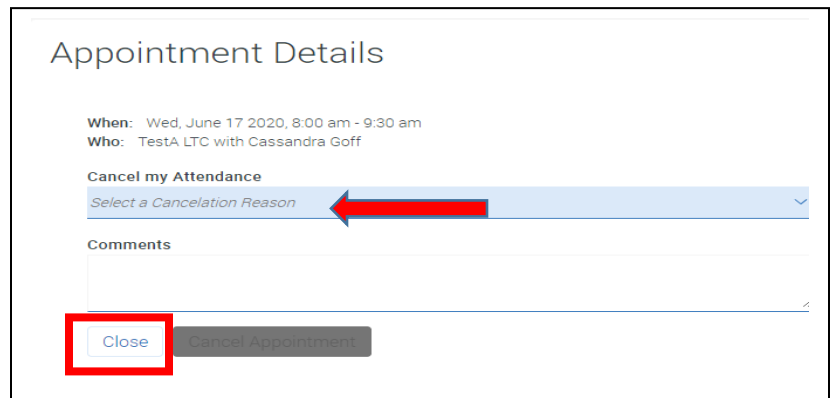


4. At the very bottom of the **Appointment Details** page, if you want to cancel your appointment, click on **Cancel Appointment**.



5. Once you select **Cancel Appointment**, you will get an Appointment Details screen asking you to select a **Cancellation Reason**, provide any comments if you would like, and click **Close**.

Reasons you can choose from are:
Childcare, Forgot, Illness, No
Transportation, Referred to a Colleague,
Resolved Without Meeting, and Work.



Appointment Details

When: Wed, June 17 2020, 8:00 am - 9:30 am
Who: TestA LTC with Cassandra Goff

Cancel my Attendance
Select a Cancellation Reason

Comments

Close Cancel Appointment

If you have questions about this Navigate tutorial or need assistance, please email Kaili Lee, Director of Advising and Retention, at kaili.lee@gotoltc.edu or call 920.693.1109.