Navigate Tutorial on Appointment Scheduling For Students (Revised 6.23.20)

Required Browsers: Use Google Chrome (preferred) or Mozilla Firefox
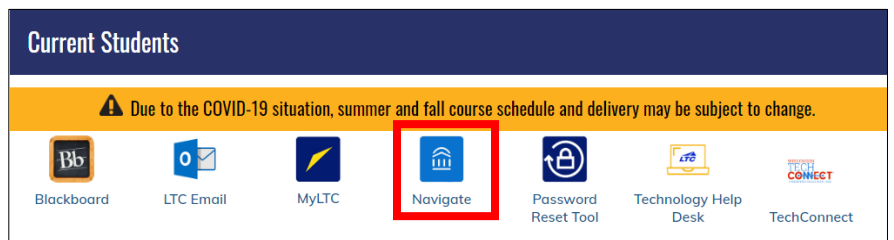
This Tutorial will teach the following: How to login to Navigate, How to schedule an appointment with an advisor and/or student services staff in Navigate, and How to cancel an appointment in Navigate.

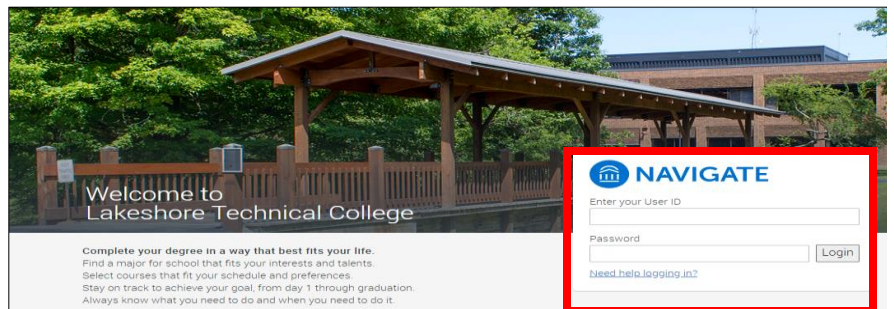## How to login to Navigate:

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

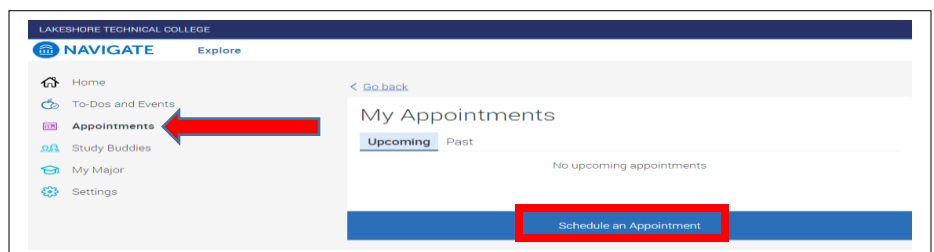2. On the Current Students page, click on **Navigate.**

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.**

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

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.**

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

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

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.

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.**

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.

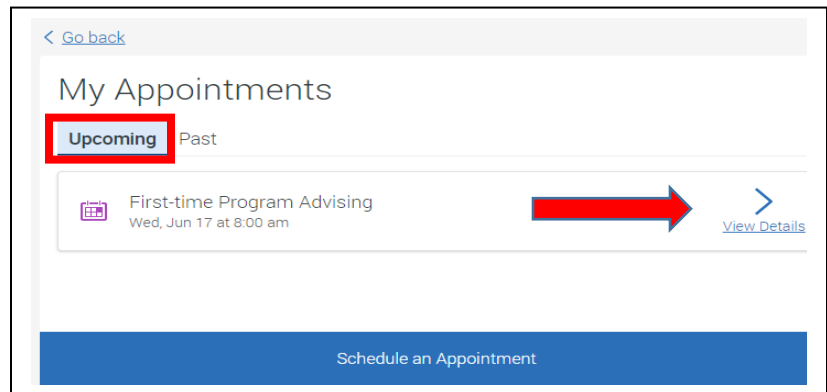   You can **Schedule another appointment** or click **Done.**

How to cancel an appointment in Navigate:

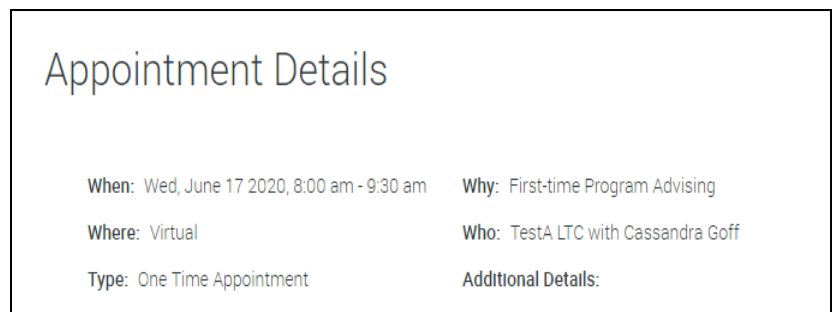1. To cancel an appointment, click on **Appointments** on the left side of the screen.
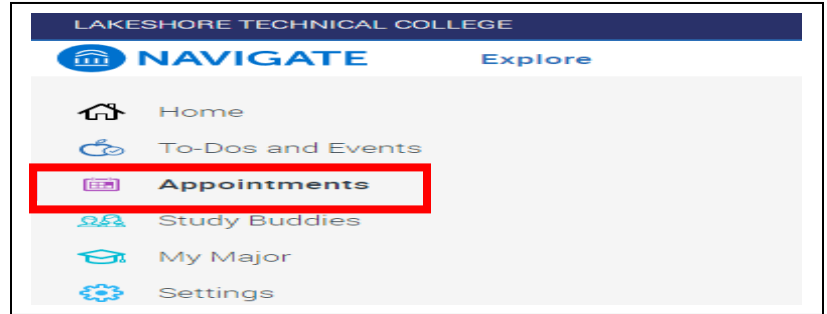
2. You will see all your appointments in **My Appointments** in the **Upcoming** tab, you'll see all upcoming scheduled appointments.
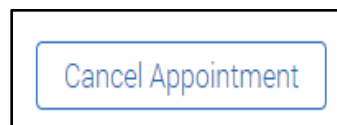
   To cancel appointments, click on **View Details.**

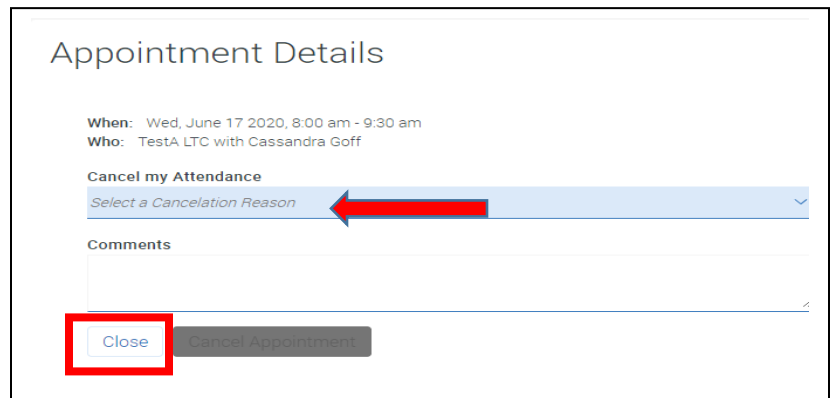3. Once you click on **View Details**, details of your scheduled upcoming appointment will appear.

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 **Cancelation 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.

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.