

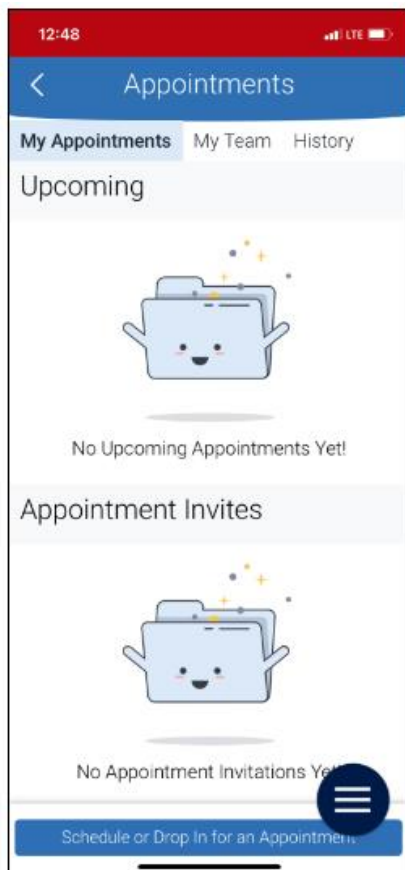


NAVIGATE

<https://cptc.okta.com>

Student-Initiated Appointment Scheduling

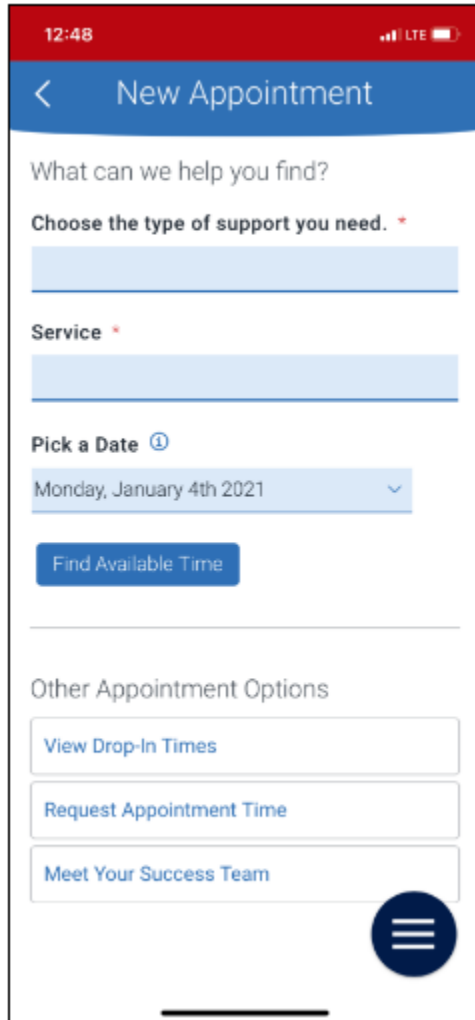
Students can schedule appointments through the **Appointments tab** of their Navigate Student mobile app or desktop site.



When students open the **Appointments** tab, they see a list of their upcoming appointments and appointment requests in the **Upcoming** panel. View past appointments by choosing the **History** tab.

Scheduling a New Appointment

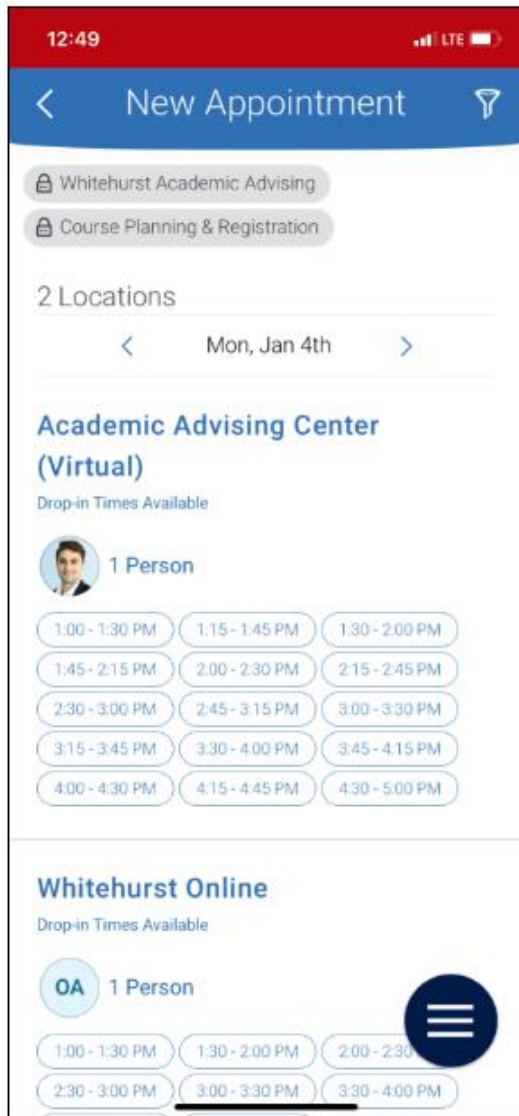
Click the Blue button “Schedule or Drop In for an Appointment”
The following will open:



The screenshot shows a mobile application interface for scheduling a new appointment. At the top, there is a red status bar with the time 12:48 and LTE signal. Below that is a blue header with a back arrow and the text "New Appointment". The main content area is white and contains the following elements: a question "What can we help you find?", a red asterisk, and a blue input field for "Choose the type of support you need."; a red asterisk and a blue input field for "Service"; a red asterisk and a blue input field for "Pick a Date"; a dropdown menu showing "Monday, January 4th 2021"; a blue button labeled "Find Available Time"; a section titled "Other Appointment Options" with three buttons: "View Drop-In Times", "Request Appointment Time", and "Meet Your Success Team". A dark blue circular menu icon with three white lines is located at the bottom right of the screen.

- Choose “Advising”.
- Then select “Service”.
- Then choose “Find available Time”

Once Advising and Service are chosen, the student then chooses a date and clicks **Find Available Time**. The next page appears.



Students can enter a comment and decide if they want email or text reminders. Once all the options are set, students click **Schedule**. If their appointment is scheduled, students get a success message and the option to **View Appointments** or **Schedule Another Appointment**.

