

## How to Schedule appointment with your Program Counselor/Advisor in Navigate

Navigate For CPTC Students: Navigate is a tool that students use to make appointments and located campus resources.

#### Step 1: Go to Navigate.

 Navigate can be accessed using the Navigate Student app

<ol> <li>Download the Navig</li> </ol>	ate Student app from your device's app store.
Available on the	GET IT ON



Search for your institution's name in the dropdown menu. Use your institution's login credentials to  $\log$  in.

- -Or from the direct CPTC Navigate web site <u>https://cptc.navigate.eab.com/</u> (Use Chrome or Firefox browser for best results)
- -Or from the main CPTC website Go to <u>www.cptc.edu</u> then





→ Click on the Navigate Tile



#### Step 2: Log in using the same information you use for your Canvas Login

Click on the "Navigate for Students" Icon. Accept conditions.



#### **Student Dashboard View**

- "Home" screen where you will see welcoming & date.
- "Appointments" will display any planned appointments and is where you can schedule an appointment.
- "Resources" will display resources available at CPTC.
- "Class Schedule" will display current term classes.
- "Account" will display name & ctcLink ID & email address.





#### Step 3: Click on Appointments Tab



# <u>Step 4:</u> Click the Blue button "Schedule an Appointment"

Appointment	S		Schedule an Appointment
My Appointments	My Team	History	

#### Step 5: Select "New Appointment" a window will open

Click the Blue button "Schedule or Drop In for an Appointment"

The following will open:

- Choose What type of appointment would you like to schedule: "Advising and Counseling"

- Then choose the "Service".

- Then Pick a Date and click on "Find a available time"

#### New Appointment

#### What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

ADVISING AND COUNSELING	5 ×	 	, <b>v</b>
Service			
Academic Advising $\times$			
Pick a Date 💿			
January 11, 2023			~

### Step 6: Select a date and time

cad	emic A	Advisin	g			
:k a	Date	0				
Janu	ary 20	23		<	11	>
S	М	Т	W	Т	F	S
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				

#### Wed, Jan 11th

1:00 - 1:30 PM (1:30 - 2:00 PM) (2:00 - 2:30 PM) (2:30 - 3:00 PM)
Tue, Jan 17th
1000-1030 AN (0.30-11:00 AN) (1:00-11:30 AN) (1:30-12:00 PM) (2:30-3:00 PM)
Wed, Jan 18th
(000-1030 AU) (030-11:00 AU) (1:00-11:30 AU) (1:30-1200 PM) (1:00-1:30 PM) (1:30-200) 2:30-3:00 PM) (3:30-4:00 PM)
Thu, Jan 19th
1000 - 1030 AN (200 - 230 PM) (230 - 300 PM) (330 - 400 PM)

#### Continue on next page

#### **Step 7:** Complete the Select form

- Select how you like to meet (phone, online, inperson)
- Enter phone number for text reminder
- Click the blue "Submit" button

#### **Review Appointment Details and Confirm**

nline, in-	What type of appointment would you like to schedule? Advising and Counseling	Service Academic Advising
	Date 01/11/2023	<b>Time</b> 1:00 PM - 1:30 PM
	Location Advising Office - Lakewood Campus - Building 17	
	*How would you like to meet?	
	Search by type	×
	You are seeing the meeting types available for this tin	ne slot.
	Would you like to share anything else?	
	Add your comments here	
		/
	Email Reminder	
	Reminder will be sent to clara.meyer@cptc.edu	
	Text Message Reminder	
	Phone Number for Text Reminder	
	Schedule	
Success!		
	*_11**	

Appointment Scheduled

View Appointments Schedule Another Appointment

You will then see this screen confirming your appointment was scheduled.

# Navigate Help

#### Trouble Logging in?

- Contact Gordon Walters for help resolving your issues. <u>Gordon.Walters@cptc.edu</u>
- You are unable to use Navigate you can call the main Advising & Counseling number to speak with a staff person to schedule an advising appointment: **253-589-5548**