How to Schedule Appointment with Advisor/Counselor

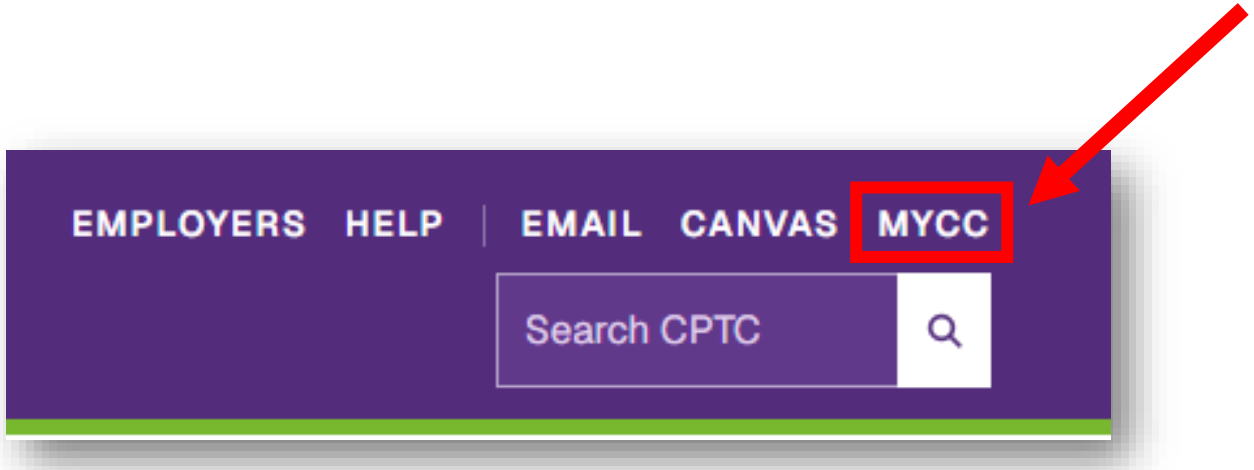
- **Navigate360 For CPTC Students:** *Navigate is a tool that students use to make appointments and locate campus resources.*

NAVIGATE

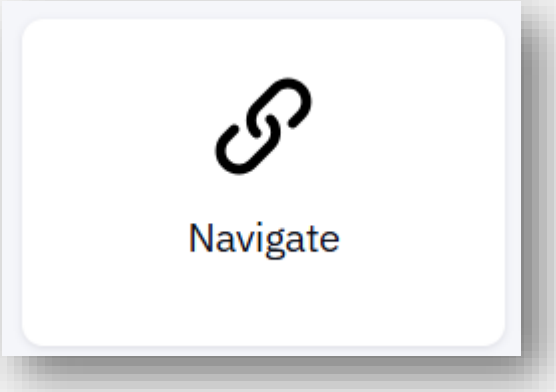
Step 1: Access Navigate360 using the MYCC portal

On the CPTC site, click **MYCC** in the top right corner.

Or access this link:
https://www.cptc.edu/mycc



Find the **Navigate** tile, and click it.



Step 2: Login to Navigate360 for Students

You will be redirected to the CPTC Navigate page.

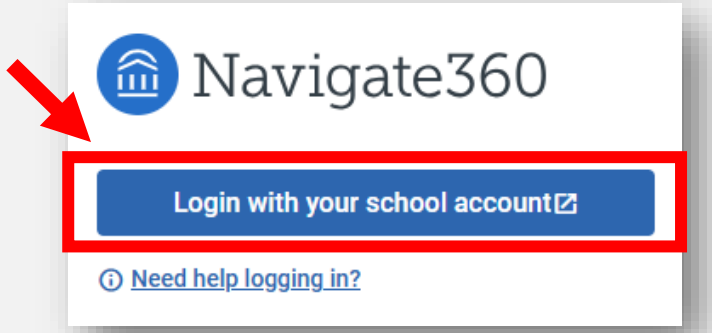
Click **Student Login** in the *Navigate for Students* window

Then **Login with your school account**

Use your CPTC student credentials to log in.

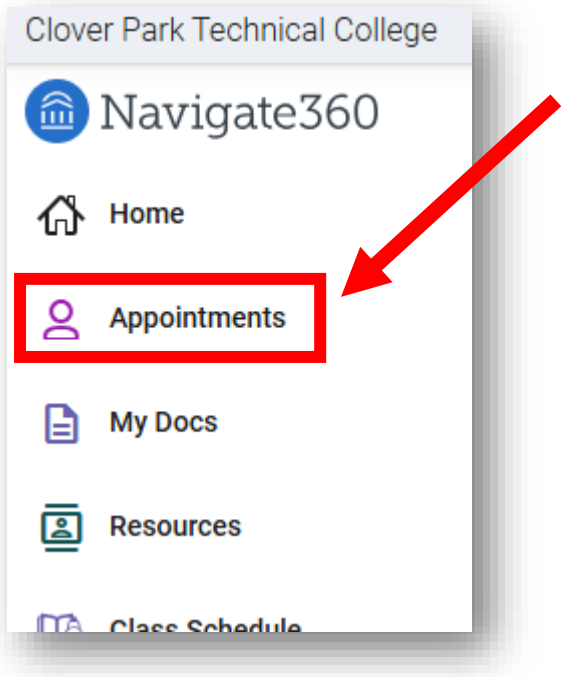
- *Same as Canvas Login*





Step 3: Click on Appointments

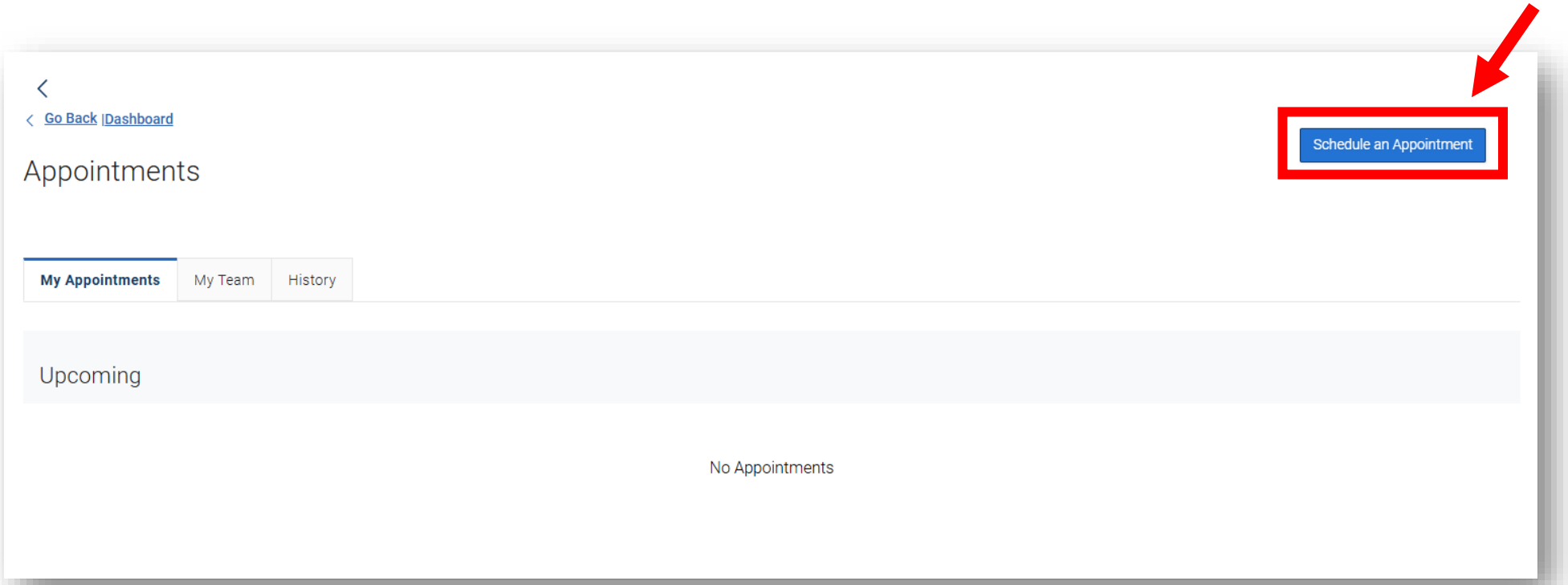
Once you're logged in, click on the **Appointments** tab on the left side.



Step 4: Schedule an Appointment

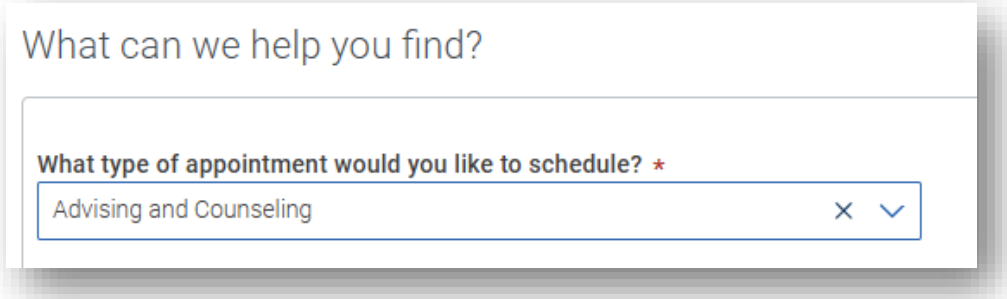
Note: On the Appointments page, here is where you will see upcoming meetings and the *My Team* tab, which will list your assigned Advisors & Counselors.

Click on **Schedule an Appointment**

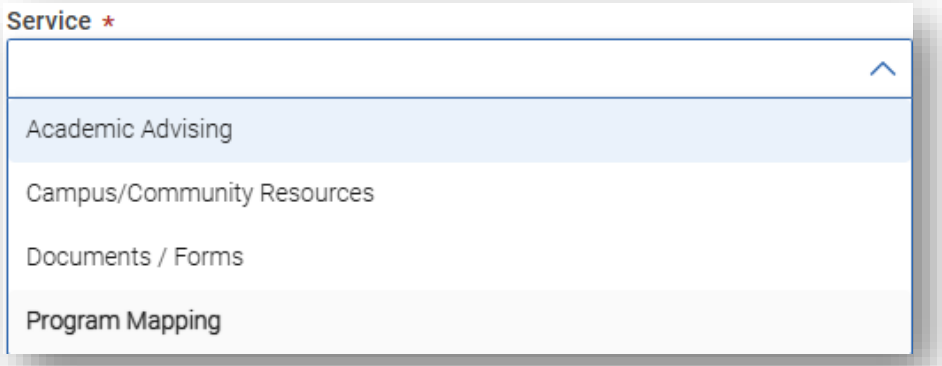


Step 5: Configure Appointment Request

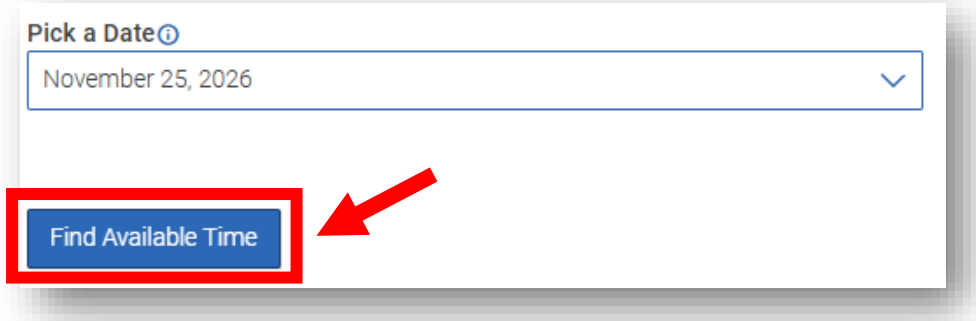
To schedule an appointment with your Advisor/Counselor, select **Advising and Counseling** as your appointment type.



Next, select a service that relates to your needs.

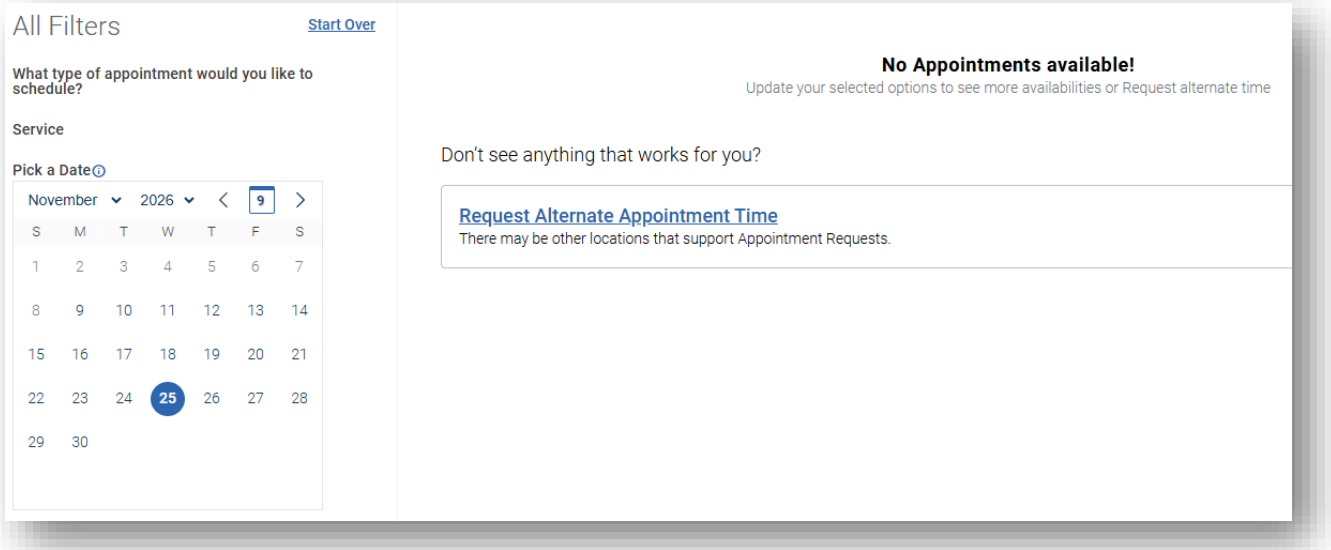


Last, select a date that fits your schedule. Then click **Find Available Time**. This will pull available times from your Advisor/Counselors calendar.

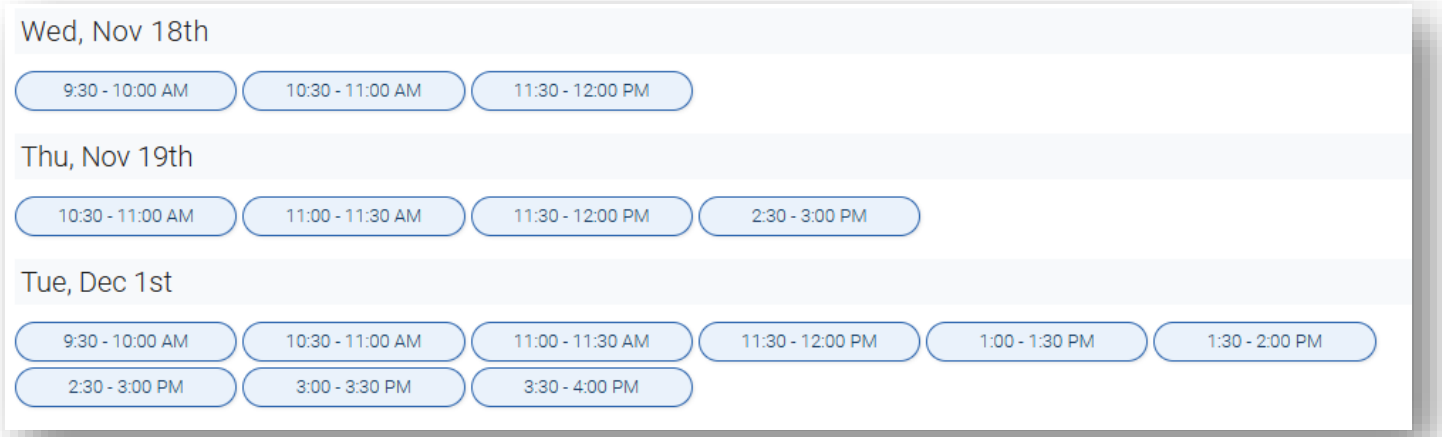


Step 5: Configure Appointment Request

If “*No Appointments Available*” appears, this means your Advisor/Counselor is booked out. Select a different date using the calendar on the side.



If your Advisor/Counselor has availability, select a time and date from the options that appear.



Step 6: Set Meeting Type & Reminders

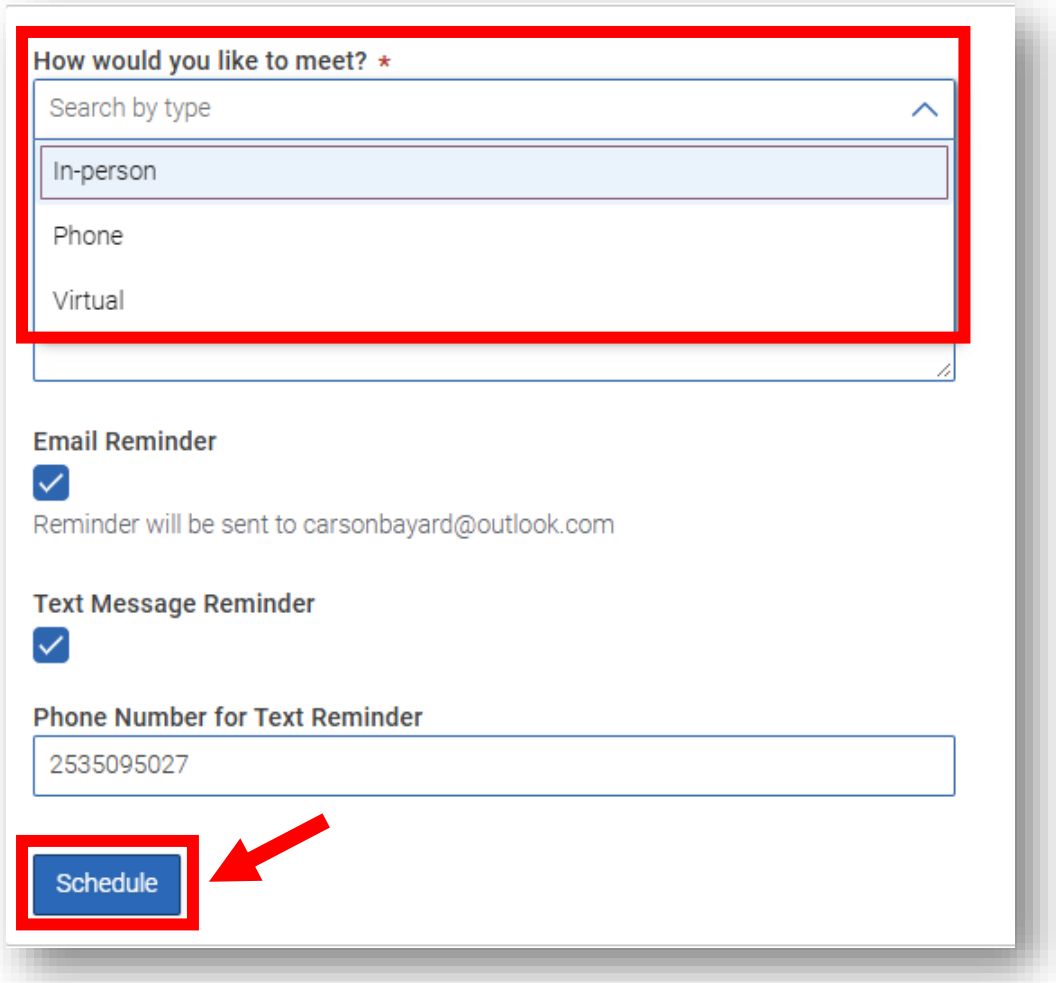
Select how you would like to meet with your Advisor/Counselor.

- *In-person / Phone / Virtual*

We highly recommend you opt in for email & text reminders about upcoming appointments.

Please be sure to prepare for your appointment with any material beforehand.

Click **Schedule** and you're all done!



Contact Us

If you're having trouble scheduling with your Advisor/Counselor, please contact the Advising and Counseling office.

Please call: 253-589-5548

For technical assistance email:
Brandon.Burks@cptc.edu – Systems Specialist