Book a student appointment

1. Login to Navigate.

2. From the **Staff Home** page, scroll down to the bottom right **Additional Modes**. Click on **Additional Modes**.

3. Click on **Appointment Centre**. The **Choose Appointment Centre Location** page appears.

4. Choose your department. The **Scheduling Grid** page appears.

a. Enter Student's name or student number.

b. Find available date and time in the **Scheduling Grid**.

c. Ensure to select a service type under **Service**.
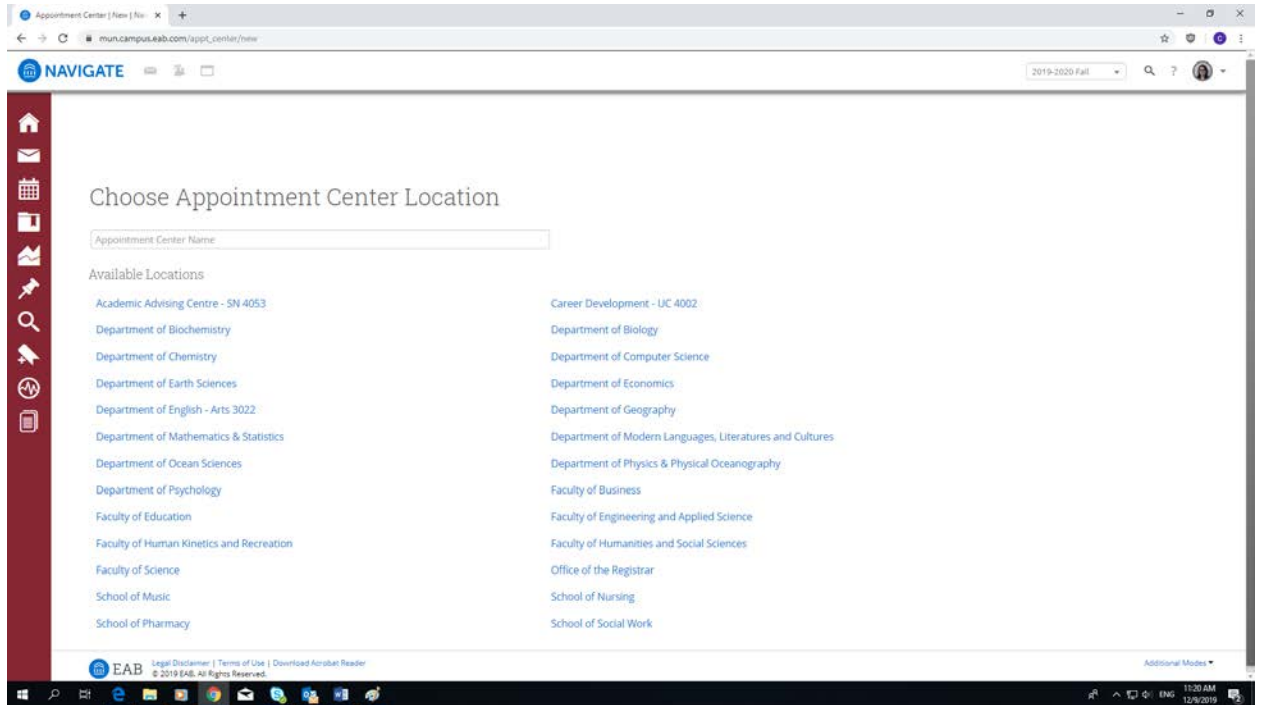
d. Create the appointment.

Check in a student with appointment

1. Login to Navigate.

2. From the **Staff Home** page, scroll down to the bottom right **Additional Modes**. Click on **Additional Modes**.
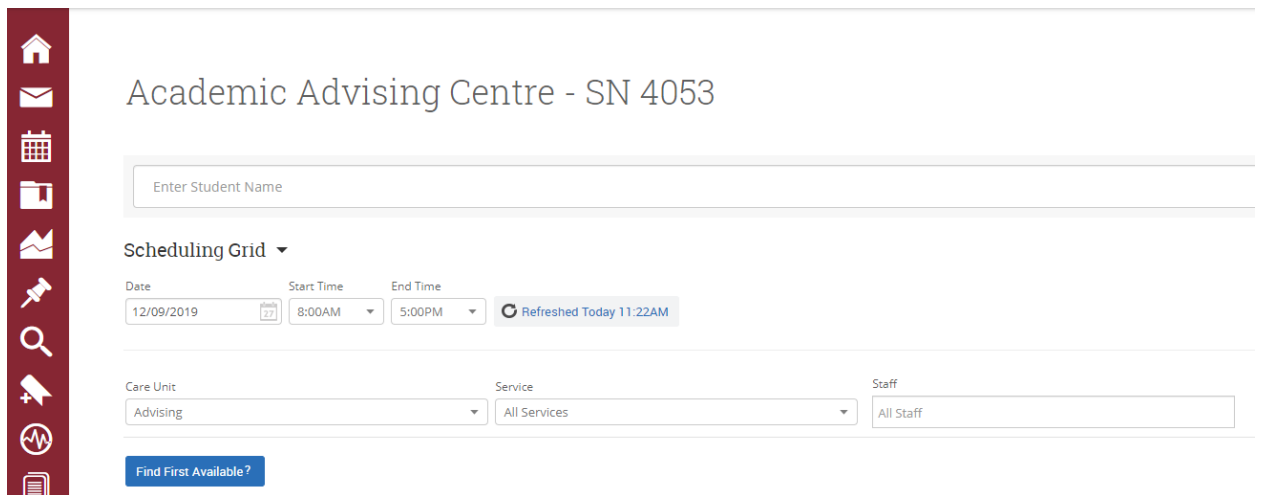

3. Click on **Appointment Centre**. The **Choose Appointment Centre Location** page appears.

4. Choose your department. The **Scheduling Grid** page appears.

a. From the dropdown arrow, select **Scheduled Appointments**.

b. Place a checkmark next to the student appointment.

c. Select **Actions** dropdown menu.

d. Select **Check In**.

Cancel a student appointment

4. The **Add Availability** screen appears.

1. Login to Navigate.

2. From the **Staff Home** page, scroll down to the bottom right **Additional Modes**. Click on **Additional Modes**.

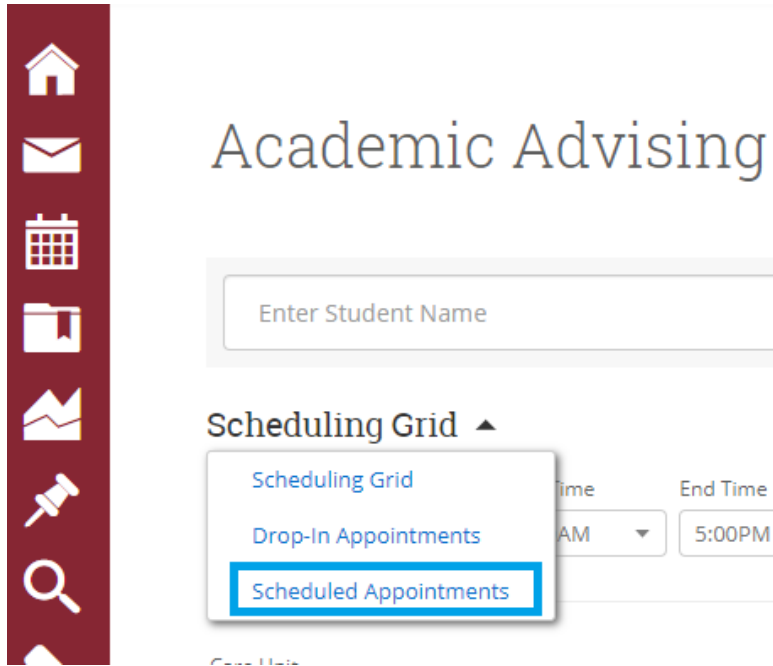| 30 min | Report Details | Details |
| 30 min | Report Details | Details |

Additional Modes ▼

3. Click on **Appointment Centre**. The **Choose Appointment Centre Location** page appears.

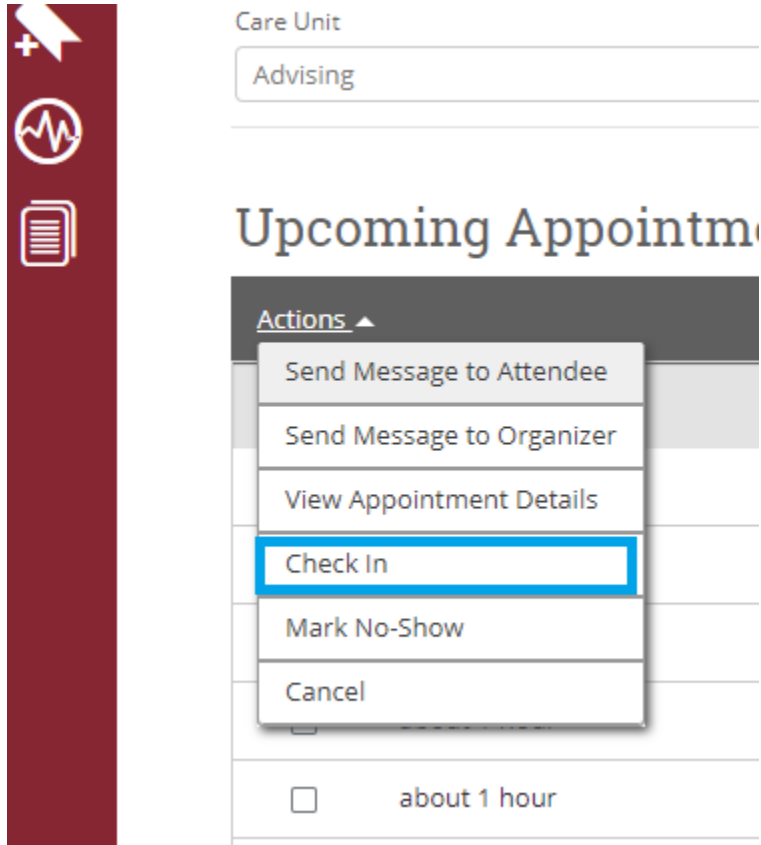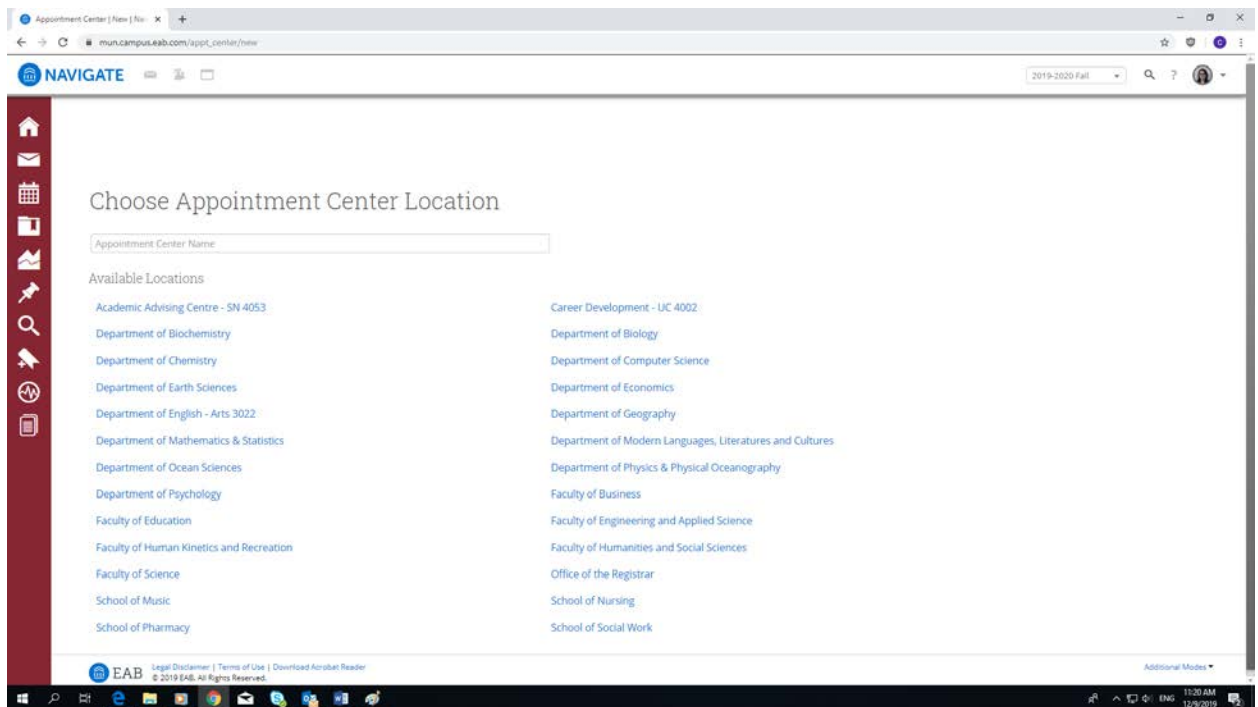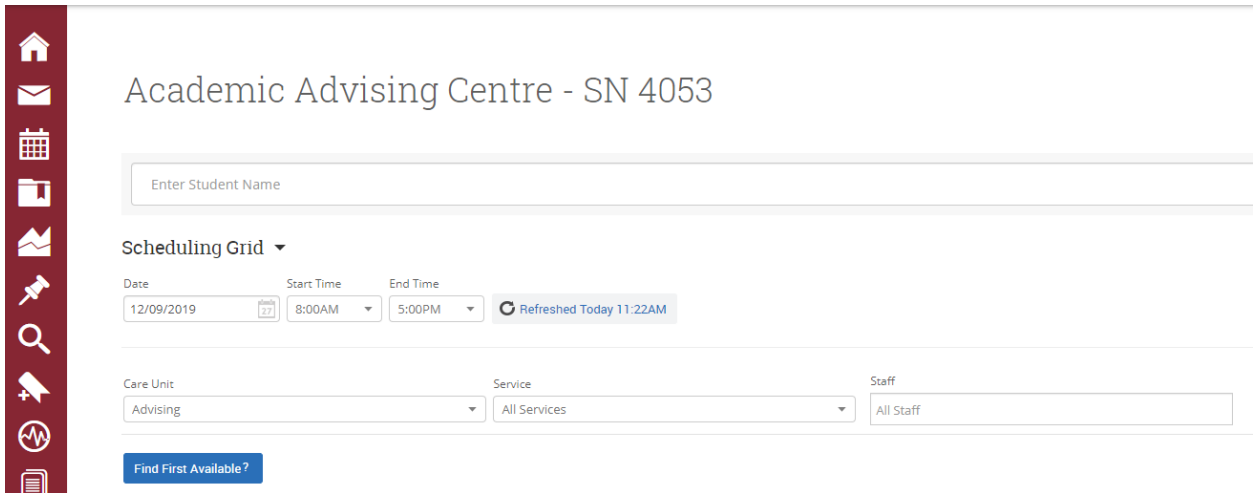
4. Choose your department. The **Scheduling Grid** page appears.

a. From the dropdown arrow, select **Scheduled Appointments**.
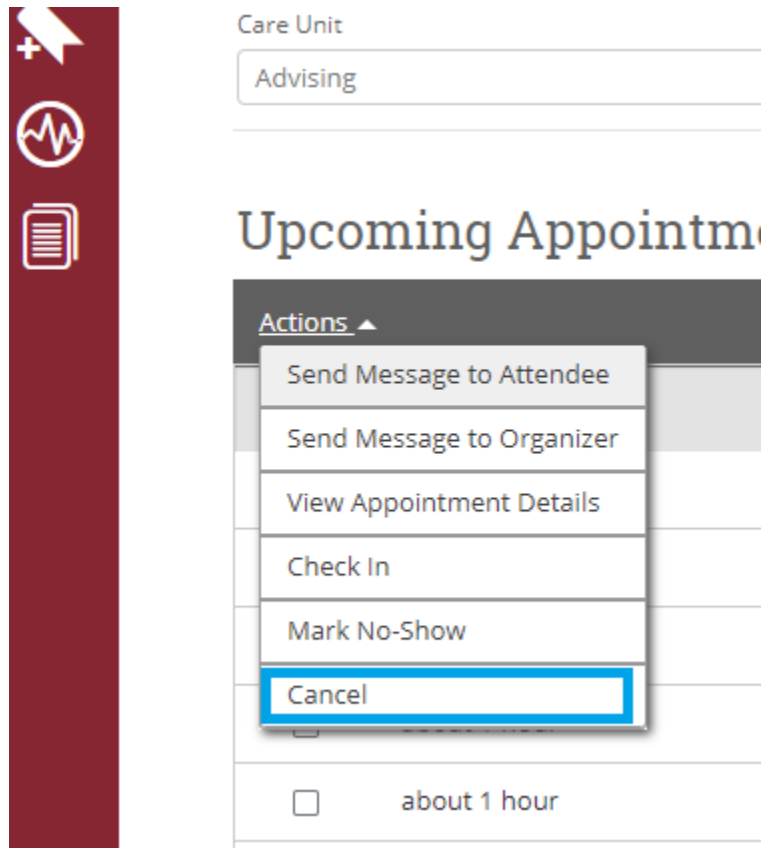

b. Place a checkmark next to the student appointment.

c. Select **Actions** dropdown menu.
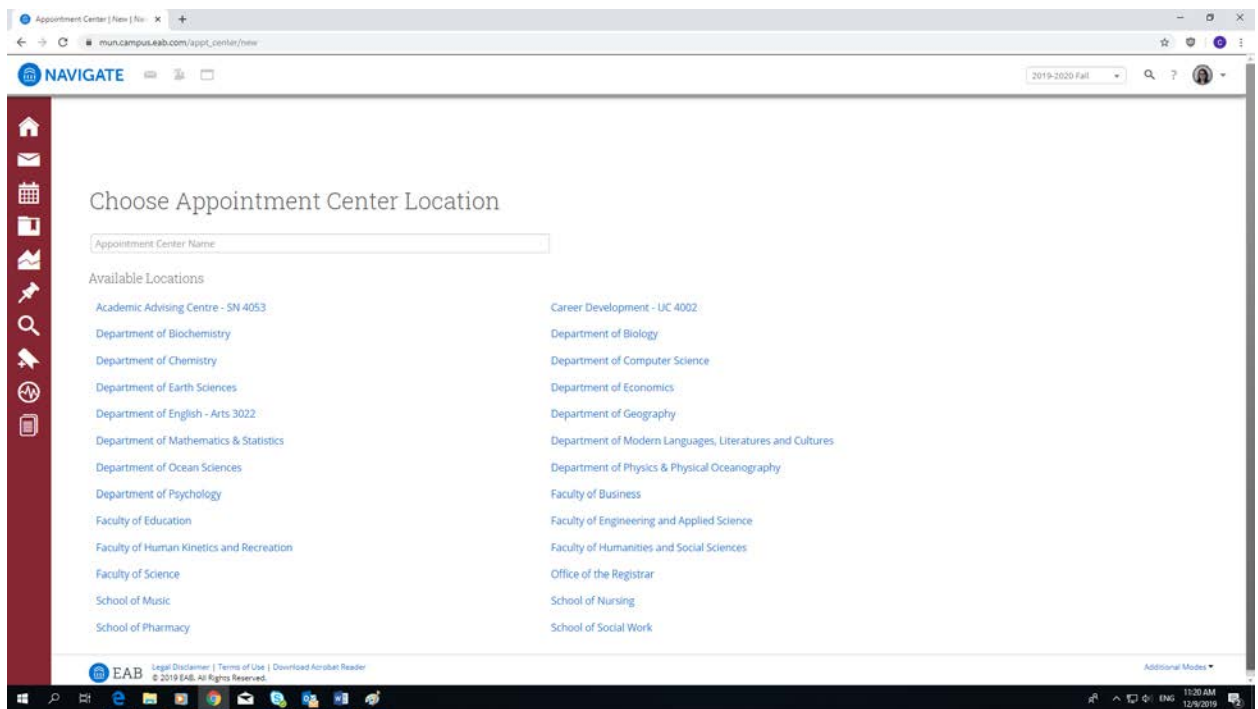
d. Select **Cancel**.

Move a student appointment to another advisor

1. Login to Navigate.

2. From the **Staff Home** page, scroll down to the bottom right **Additional Modes**. Click on **Additional Modes**.
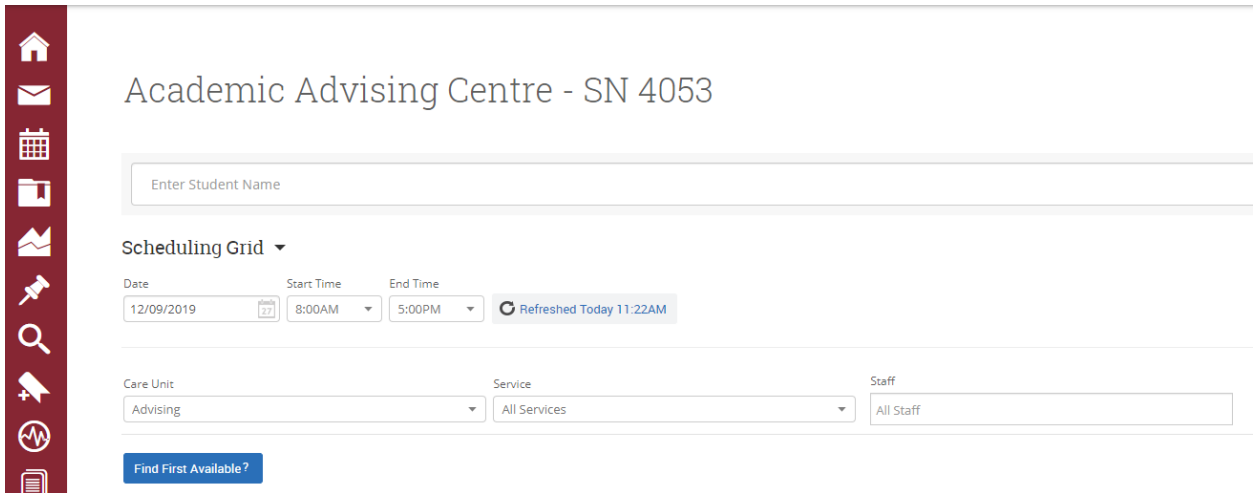
30 min	Report Details	Details
30 min	Report Details	Details

Additional Modes ▼

3. Click on **Appointment Centre**. The **Choose Appointment Centre Location** page appears.

4. Choose your department. The **Scheduling Grid** page appears.

a. From the dropdown arrow, select **Scheduled Appointments**.
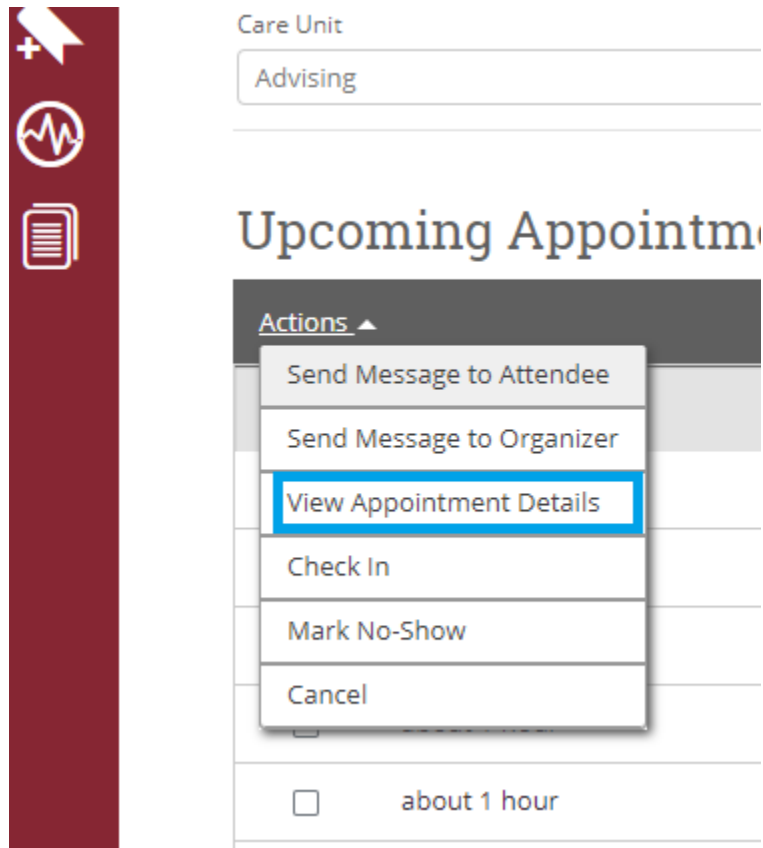

b. Place a checkmark next to the student appointment.

c. Select **Actions** dropdown menu.

d. Select **View Appointment Details**.

e. Select **Move**.

f. Choose another open time slot with another advisor.

*NOTE: If it is the same day, you can open the **Scheduling Grid**, click on an appointment and drag it to another advisor's open time slot. Make sure you check with the new advisor first! Moving an appointment does not always generate an email notification to the new advisor.*
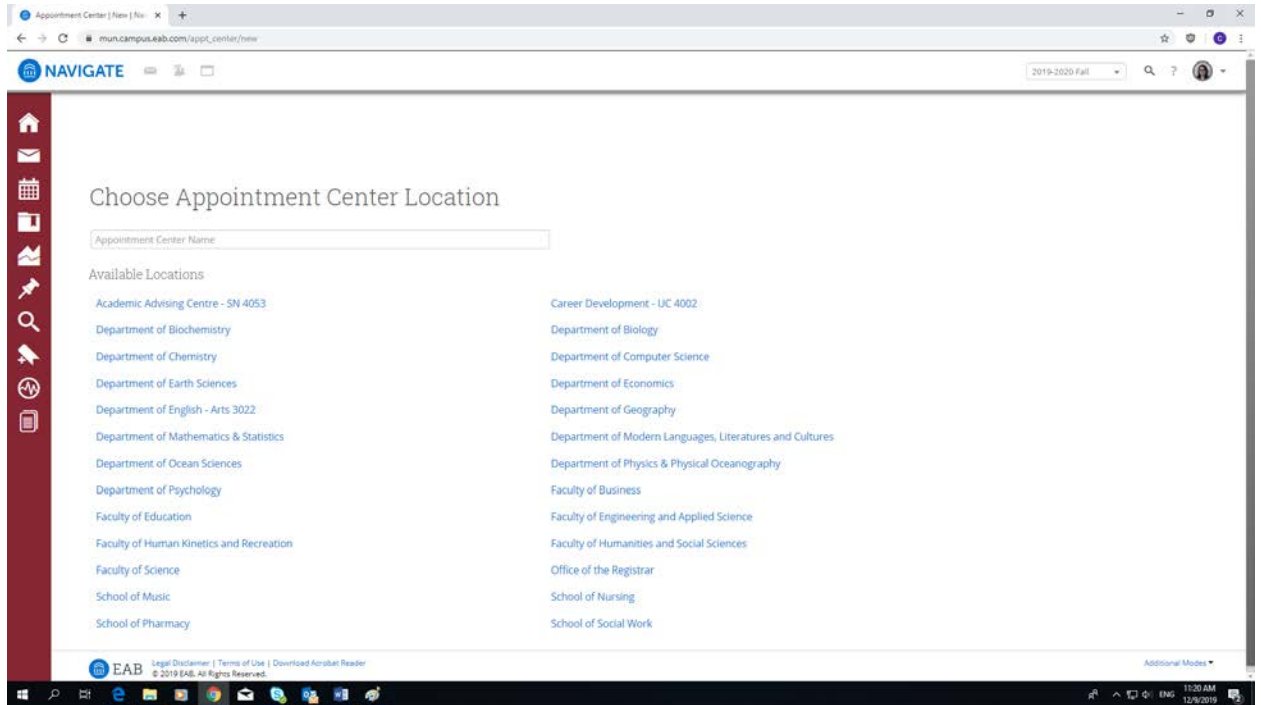
Check in a walk-in student

1. Login to Navigate.

2. From the **Staff Home** page, scroll down to the bottom right **Additional Modes**. Click on **Additional Modes**.

3. Click on **Appointment Centre**. The **Choose Appointment Centre Location** page appears.

4. Choose your department. The **Scheduling Grid** page appears.
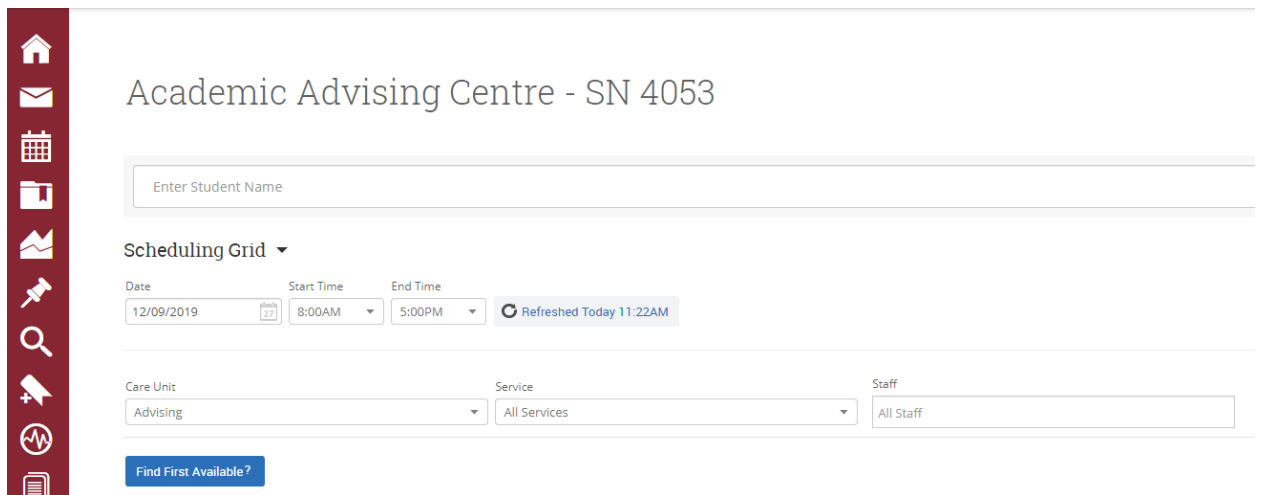
a. Enter Student's name or student number.

b. From the dropdown arrow, select **Drop-in Appointments**.

c. Click on **Add to Staff Queue**.

d. Choose an available advisor and an appropriate service. (**Please note that if advisors do not make themselves available for drop-in, their names will not be sown in the staff queue**).

ADD TO STAFF QUEUE ✕

Choose a Staff (Organizer)

--Please Select A Staff-- ▼

Choose a Service

--Please Select A Service-- ▼   Show Additional Services for this Location

Add a Comment

Enter a comment

You have 250 characters remaining.

Cancel   **Add to Staff Queue**

e. Click on **Add to Staff Queue** once again.