

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**.

30 min	Report Details	Details
30 min	Report Details	Details

Additional Modes ▾

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

The screenshot shows a web browser window displaying the 'Choose Appointment Center Location' page. The page title is 'Choose Appointment Center Location'. There is a search input field labeled 'Appointment Center Name'. Below the search field, there is a list of 'Available Locations' organized in two columns. The locations listed include: Academic Advising Centre - SN 4053, Department of Biochemistry, Department of Chemistry, Department of Earth Sciences, Department of English - Arts 3022, Department of Mathematics & Statistics, Department of Ocean Sciences, Department of Psychology, Faculty of Education, Faculty of Human Kinetics and Recreation, Faculty of Science, School of Music, School of Pharmacy, Career Development - UC 4002, Department of Biology, Department of Computer Science, Department of Economics, Department of Geography, Department of Modern Languages, Literatures and Cultures, Department of Physics & Physical Oceanography, Faculty of Business, Faculty of Engineering and Applied Science, Faculty of Humanities and Social Sciences, Office of the Registrar, School of Nursing, and School of Social Work. The page footer includes the EAB logo, legal disclaimer, and terms of use. The browser's address bar shows the URL 'muncampus.eab.com/appointment_center/new' and the page title 'Appointment Center | New | Navigate'. The system tray at the bottom shows the time as 11:30 AM on 12/9/2019.

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

Academic Advising Centre - SN 4053

Enter Student Name

Scheduling Grid ▾

Date: 12/09/2019 Start Time: 8:00AM End Time: 5:00PM Refreshed Today 11:22AM

Care Unit: Advising Service: All Services Staff: All Staff

Find First Available?

- 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.

- Student has checked in for appointment
- Send E-mail Reminder to the organizer attendee
- Send E-mail Reminder to non organizer attendees
- Send Text Reminder to the organizer attendee
- Send Text Reminder to non organizer attendees

Cancel

Create Appointment

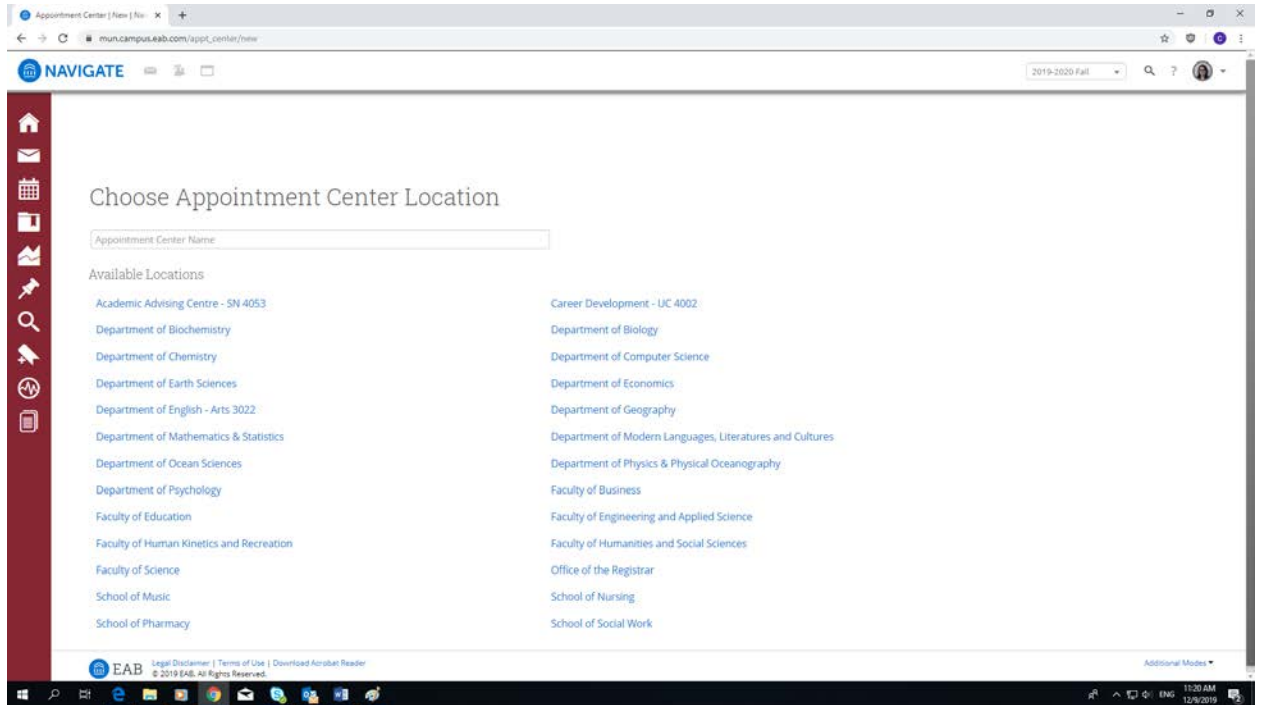
Check in a student with appointment

1. Login to Navigate.
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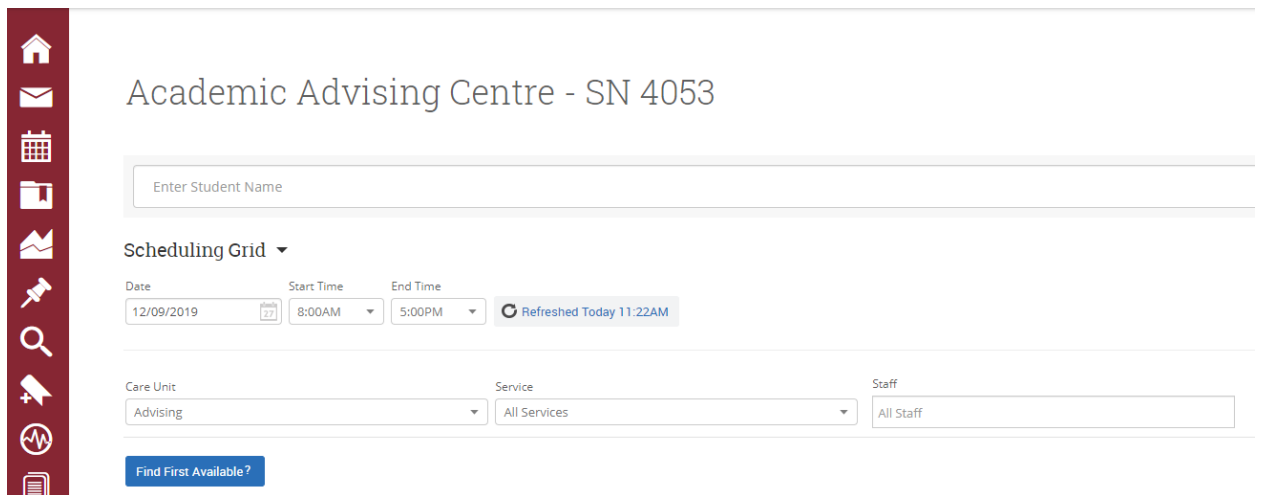
30 min	Report Details	Details
30 min	Report Details	Details

[Additional Modes](#) ▼

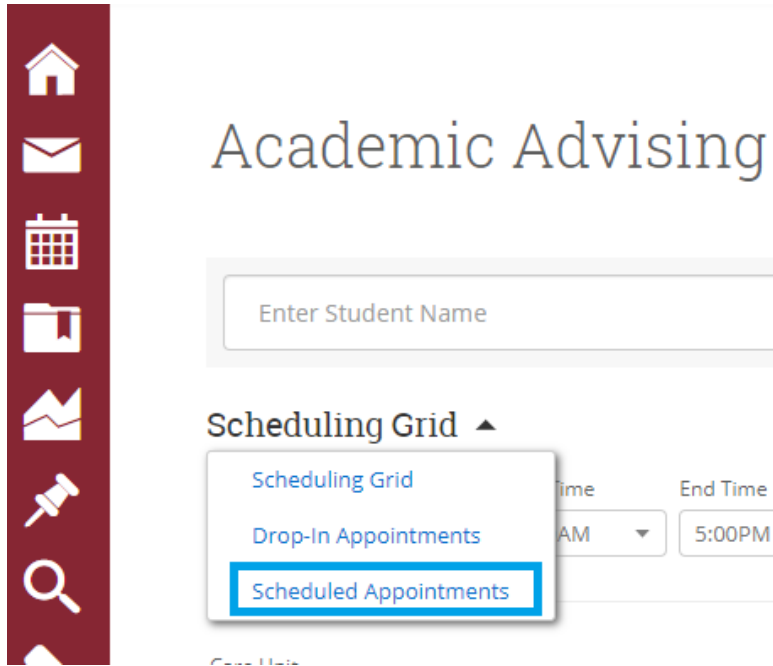
3. Click on **Appointment Centre**. The **Choose Appointment Centre Location** page appears.



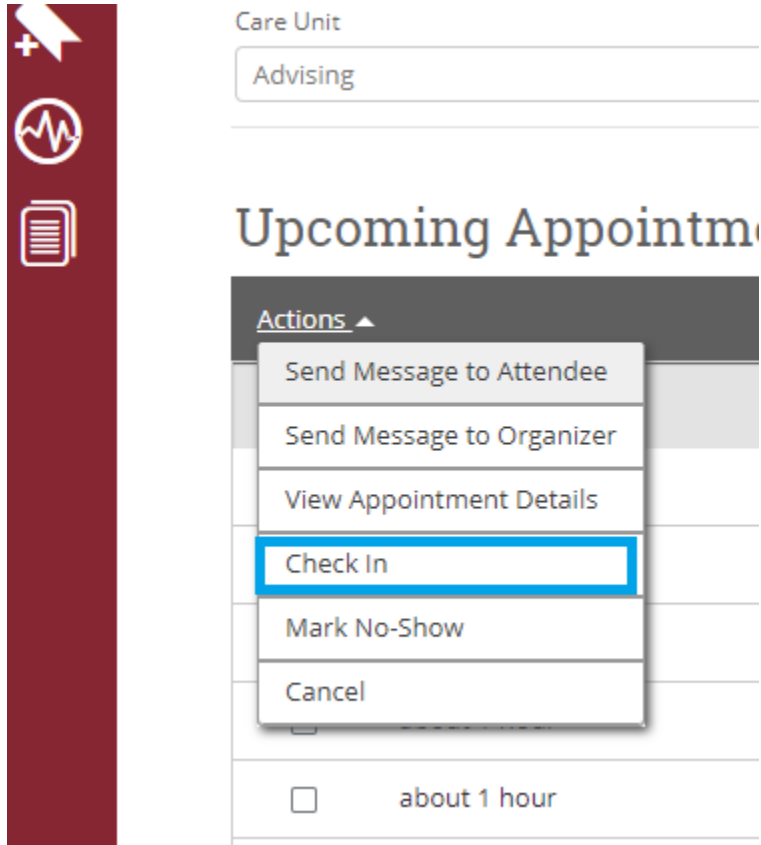
4. Choose your department. The **Scheduling Grid** page appears.



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



- b. Place a checkmark next to the student appointment.
- c. Select **Actions** dropdown menu.
- d. Select **Check In**.



Cancel a student appointment

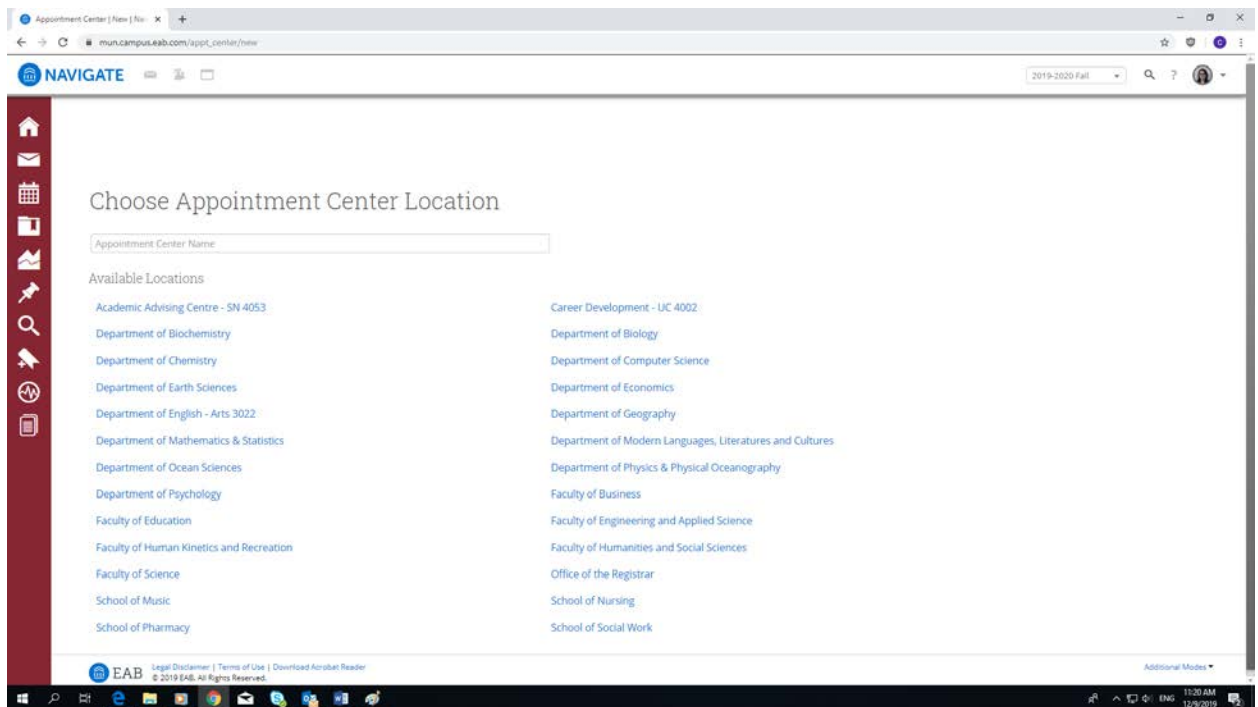
4. The **Add Availability** screen appears.

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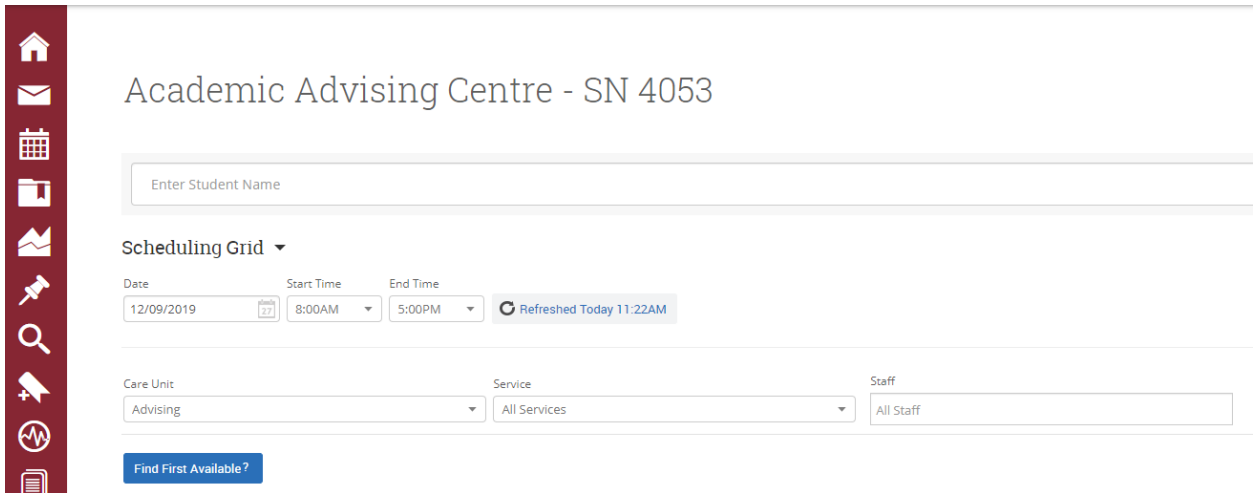
30 min	Report Details	Details
30 min	Report Details	Details

Additional Modes ▾

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



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



Academic Advising Centre - SN 4053

Enter Student Name

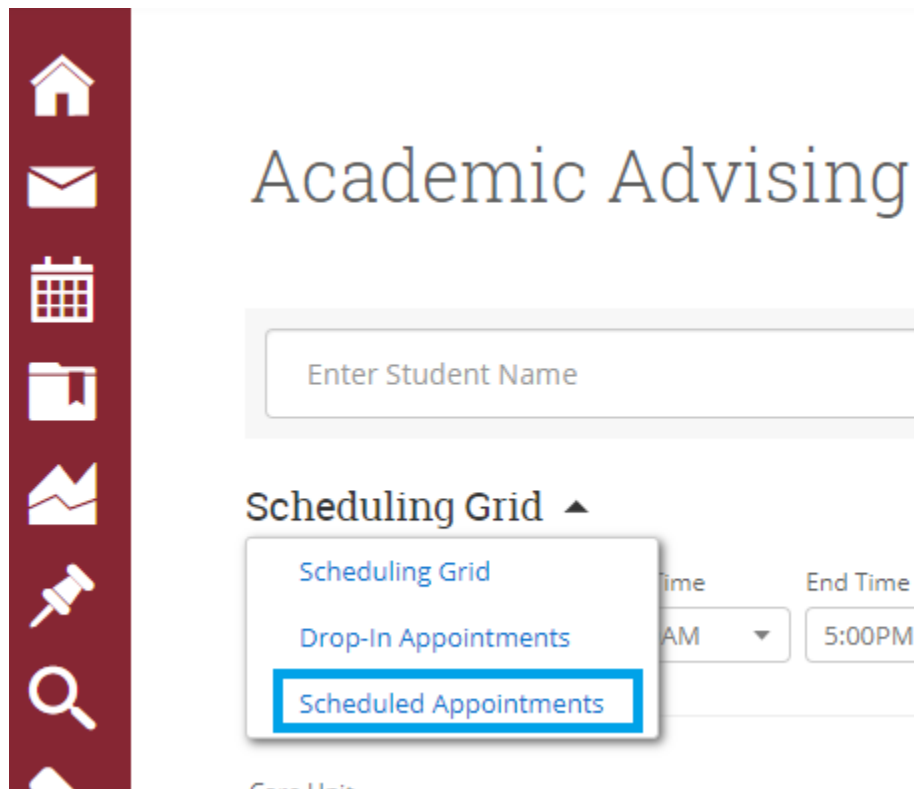
Scheduling Grid ▾

Date: 12/09/2019 Start Time: 8:00AM End Time: 5:00PM Refreshed Today 11:22AM

Care Unit: Advising Service: All Services Staff: All Staff

Find First Available?

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



Academic Advising

Enter Student Name

Scheduling Grid ▲

- Scheduling Grid
- Drop-In Appointments
- Scheduled Appointments**

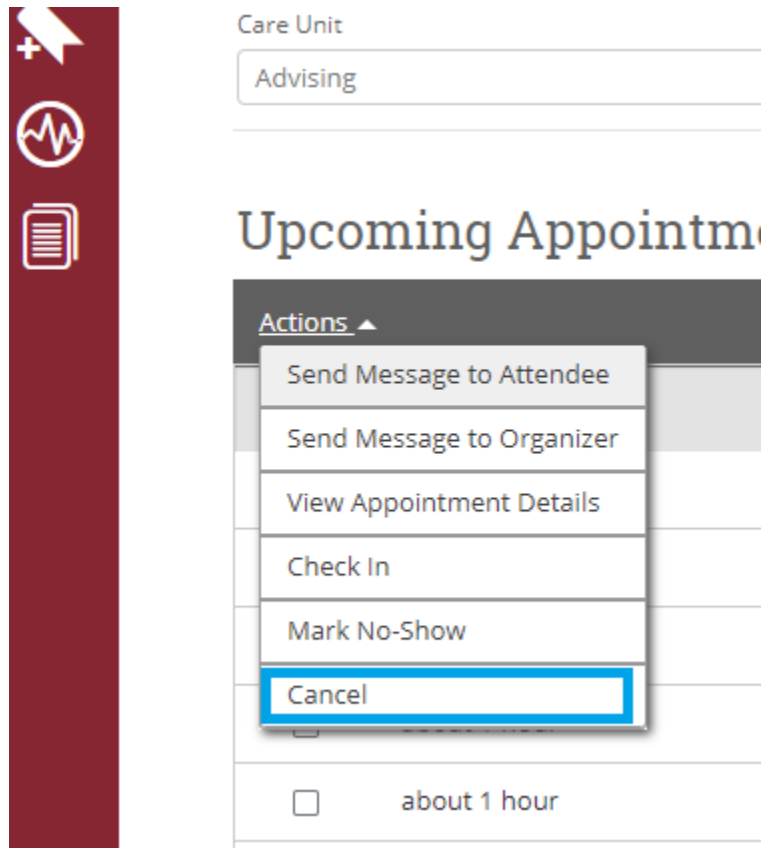
Time: AM End Time: 5:00PM

Care Unit:

b. Place a checkmark next to the student appointment.

c. Select **Actions** dropdown menu.

d. Select **Cancel**.



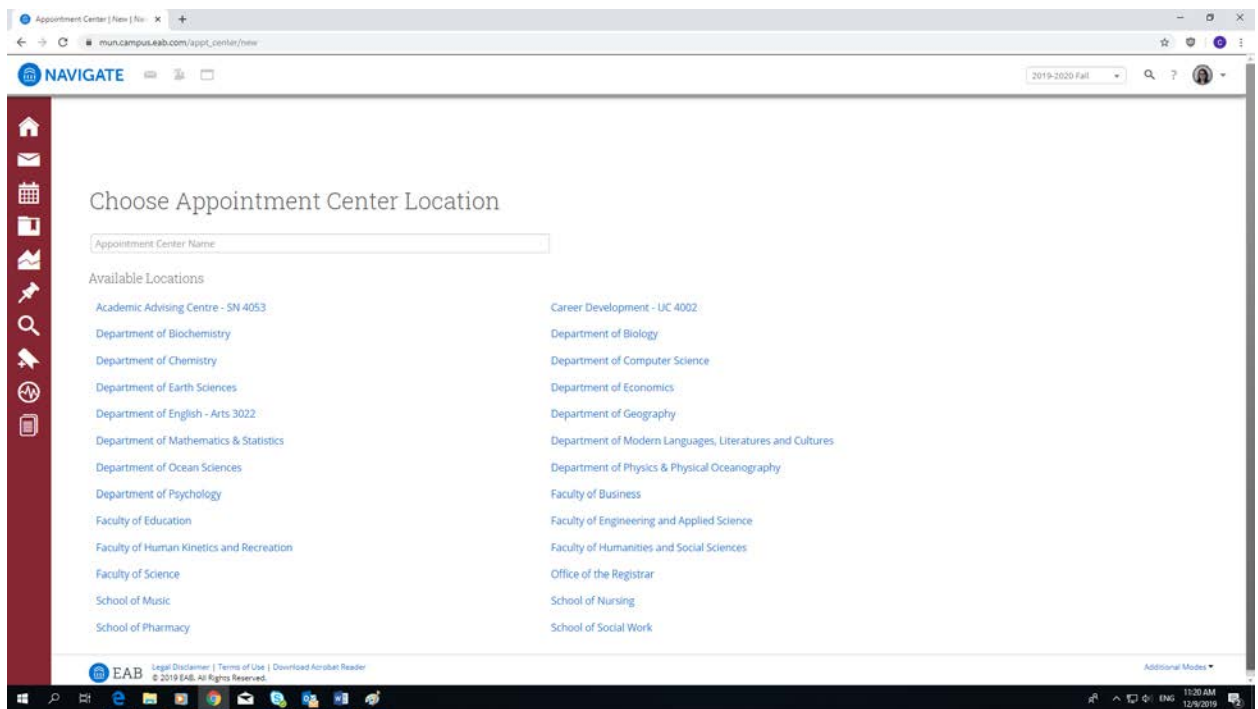
Move a student appointment to another advisor

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

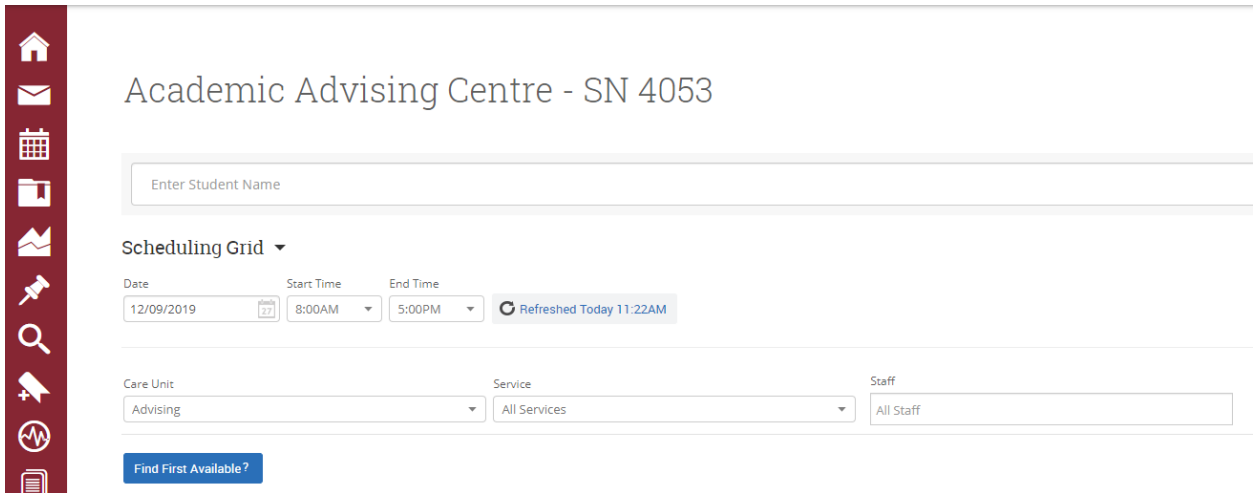
30 min	Report Details	Details
30 min	Report Details	Details

Additional Modes ▾

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



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



Academic Advising Centre - SN 4053

Enter Student Name

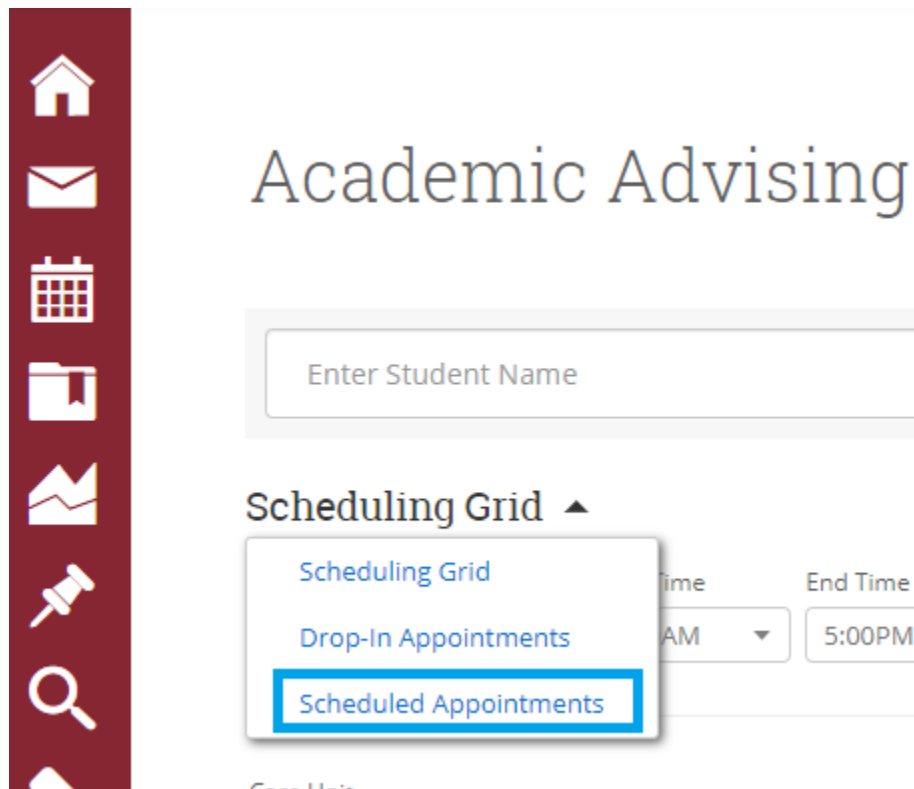
Scheduling Grid ▾

Date: 12/09/2019 Start Time: 8:00AM End Time: 5:00PM Refreshed Today 11:22AM

Care Unit: Advising Service: All Services Staff: All Staff

Find First Available?

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



Academic Advising

Enter Student Name

Scheduling Grid ▲

- Scheduling Grid
- Drop-In Appointments
- Scheduled Appointments**

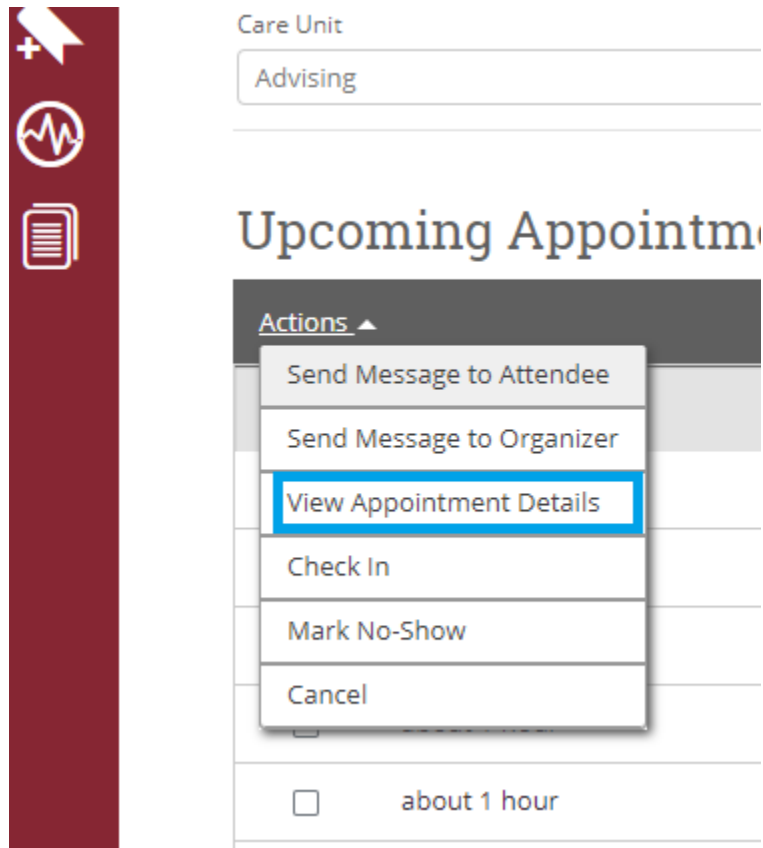
Time: AM End Time: 5:00PM

Care Unit:

b. Place a checkmark next to the student appointment.

c. Select **Actions** dropdown menu.

d. Select **View Appointment Details**.



The screenshot shows a software interface with a dark red sidebar on the left containing three icons: a plus sign with a cursor, a heart rate monitor, and a document. The main content area has a 'Care Unit' dropdown menu set to 'Advising'. Below this is the heading 'Upcoming Appointment'. A context menu is open over an appointment entry, listing several actions: 'Send Message to Attendee', 'Send Message to Organizer', 'View Appointment Details' (highlighted with a blue border), 'Check In', 'Mark No-Show', and 'Cancel'. Below the menu, a checkbox is visible next to the text 'about 1 hour'.

e. Select **Move**.

Course Planning & Registration



The screenshot shows a software interface for 'Course Planning & Registration'. On the left, there is a section titled 'All Attendees' with a dropdown arrow. The main focus is a light blue box titled 'Appointment Details' which contains the following information:

- When:** Mon Dec 09, 2019, 12:00 pm - 12:30 pm
- Where:** Academic Advising Centre - SN 4053
- Service:** Course Planning & Registration
- Course:** N/A
- Care Unit:** Advising
- Comments:** None
- Type:** One Time Appointment

In the top right corner of the 'Appointment Details' box, there is a blue-bordered button with the text '[edit | 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.

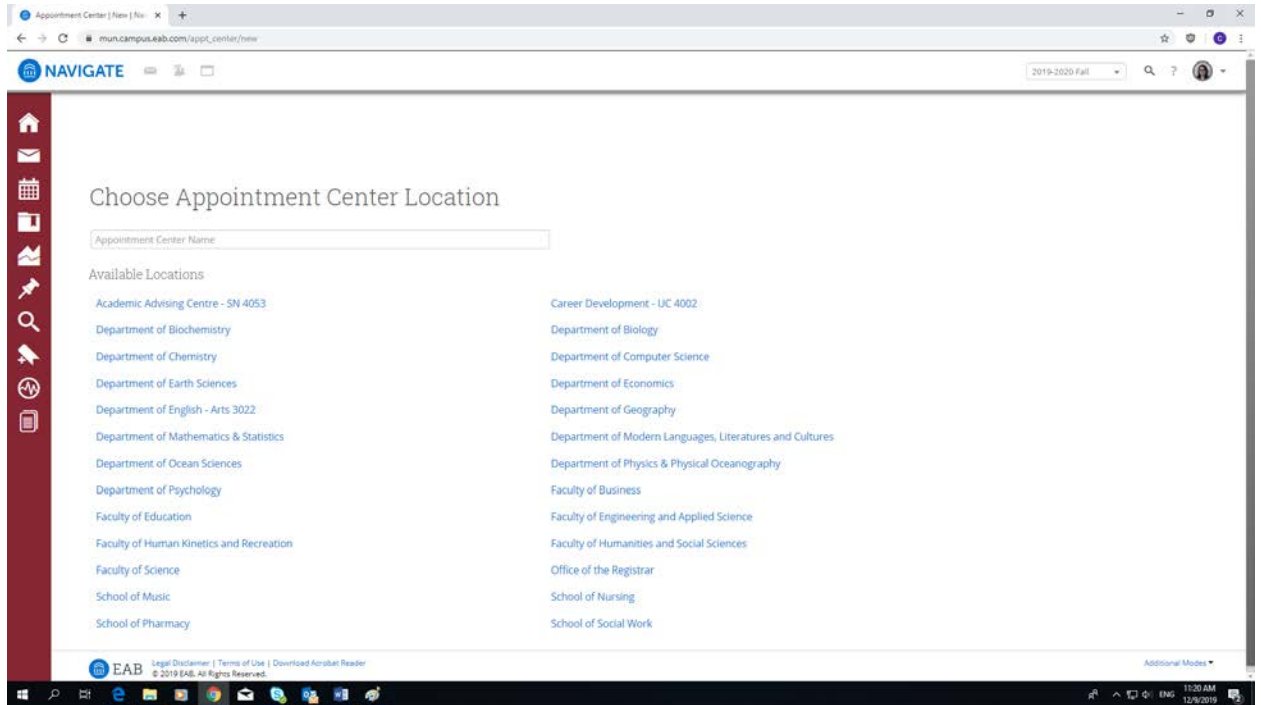
Check in a walk-in student

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

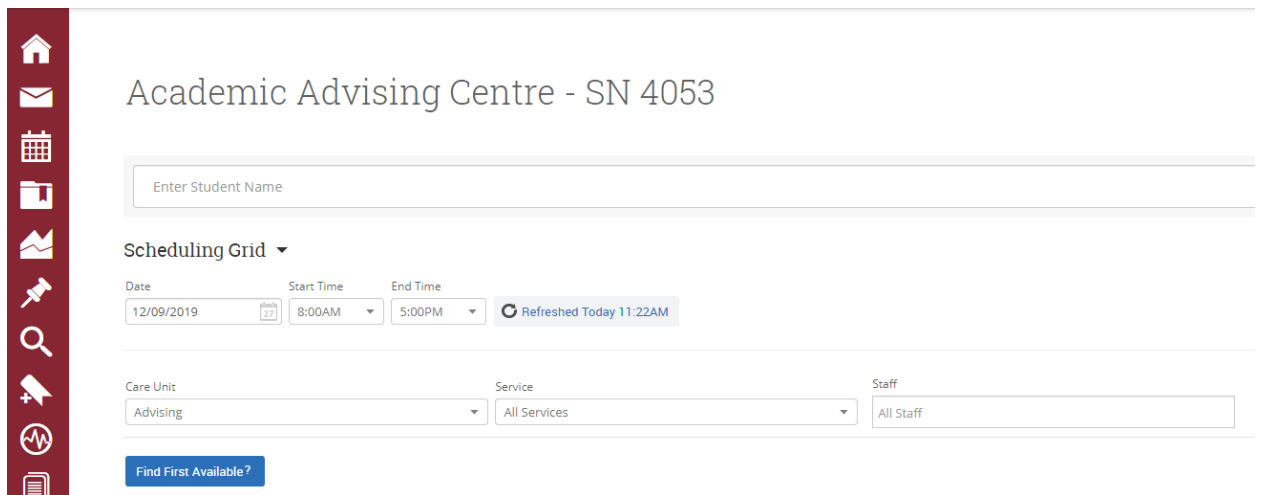
30 min	Report Details	Details
30 min	Report Details	Details

Additional Modes ▾

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



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



a. Enter Student's name or student number.

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



Academic Advis

Enter Student Name

Scheduling Grid ▲

Scheduling Grid

Drop-In Appointments

Scheduled Appointments

Time

AM ▼

Care Unit

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



Enter Student Name

Drop-In Appointments ▼

Refreshed Today 11:41AM

Care Unit

Advising ▼

Service

All Serv

Add to Staff Queue

Track Time Record Visit

Students In First Available's 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 shown in the staff queue**).

ADD TO STAFF QUEUE ✕

Choose a Staff (Organizer)

Choose a Service
 [Show Additional Services for this Location](#)

Add a Comment

You have 250 characters remaining.

[Cancel](#) [Add to Staff Queue](#)

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