How students book an appointment using Navigate.

From time to time, staff or faculty may be asked by a student how to book an appointment. We do have services on our website to help students with this request. The process is as follows.

Students can book an appointment for various services and resources at Memorial using the Navigate student application or by logging into the desktop version.

Students will access the app or the desktop version using their MyMun login information; this is the same username and password used to log into My Mun or Brightspace.

Download Navigate for Students in the Apple App Store or Google Play by searching for "Navigate - student."

For the desktop version, point your browser to https://mun.guide.eab.com/and select "Login." If a student has issues accessing the app or the desktop version, please ask the student to contact the Navigate administrator for assistance by emailing navigateadmin@mun.ca.

When the student first logs into the app or the desktop version, they will be greeted with the Navigate Explorer.
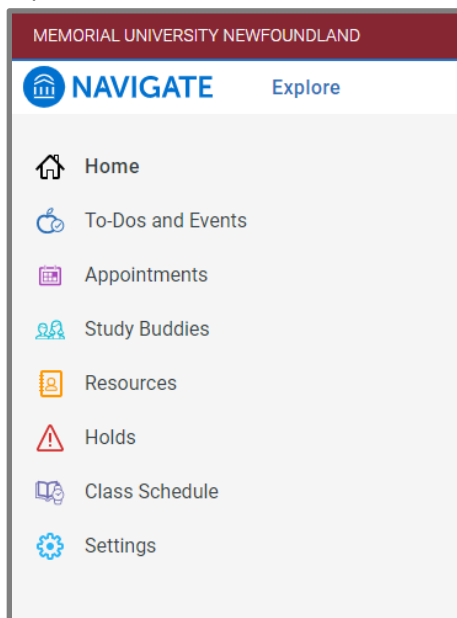
To book an appointment

Step 1: Students will have to click on "Appointments";
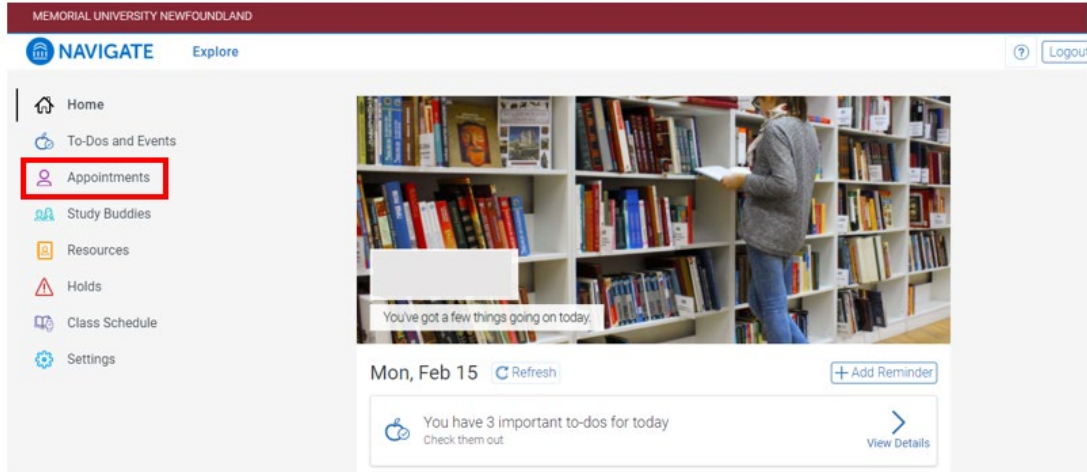
Step 2: Click on "Click Here to Book a Virtual Appointment" (blue bar in the top right corner);

Step 3:

- Under "What type of appointment would you like to schedule?" For this example I have selected "Help Centres" from the list available,
- Under "Services," select "Writing Centre Services."
- Under "Pick a Date," you can pick a particular date or click on "Find Available Time" to get a wide range of dates.

New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

Help Centres x

*Service

Writing Centre Services x

Pick a Date ⓘ

Monday, February 15th 2021

[Find Available Time]

Other Appointment Options

View Drop-In Times

Request Appointment Time

Meet With Your Success Team

Step 4: Pick a date and time, you would like to book an appointment. Please note a tutor will be assigned to you. If you are booking with other offices, you may have a choice to pick who you will meet with, in other areas you may have an assigned advisor.

⚙ Logout

All Filters   Start Over

🔒 Help Centres   🔒 Writing Centre Services

What type of appointment would you like to schedule?

● Help Centres

Writing Centre

Mon, Feb 15th

(7:00 - 8:00 PM)

Service

● Writing Centre Services

Wed, Feb 17th

(2:00 - 3:00 PM) (2:30 - 3:30 PM) (3:00 - 4:00 PM)

Pick a Date ⓘ

Sat, Feb 20th

(12:00 - 1:00 PM) (12:30 - 1:30 PM) (1:00 - 2:00 PM) (1:30 - 2:30 PM) (2:00 - 3:00 PM)

< February 2021 15 >

Su Mo Tu We Th Fr Sa

Mon, Feb 22nd

(3:00 - 4:00 PM)

1 2 3 4 5 6

7 8 9 10 11 12 13

Wed, Feb 24th

(2:00 - 3:00 PM) (2:30 - 3:30 PM) (3:00 - 4:00 PM)

14 15 16 17 18 19 20

21 22 23 24 25 26 27

Mon, Mar 1st

(3:00 - 4:00 PM)

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Step 5: Once you pick your date and time to confirm your appointment information, you can include any comments here. When ready, click on "Schedule."

Review Detail

What type of appointment would you like to schedule?
Advising

Service
Competitive Program Admission

Date
02/16/2021

Time
2:30 PM - 3:00 PM

Location
Faculty of Business - Virtual

Staff
Ashley Holloway

Details

URL / Phone Number

Courses

Would you like to share anything else?
Add your comments here

☑ Email Reminder
Reminder will be sent to thatwall@mun.ca

☐ Text Message Reminder

Schedule

If you have any issues or challenges while making an appointment, please contact the Navigate administrator at navigateadmin@mun.ca.