## Scheduling in Navigate Student

### Scheduling an Appointment

Students can schedule appointments through the **Appointments tab** of their Navigate Student mobile app or desktop site.

When students open the **Appointments** tab, they see a list of their upcoming appointments and appointment requests in the **Upcoming** panel. View past appointments by choosing the **History** tab.
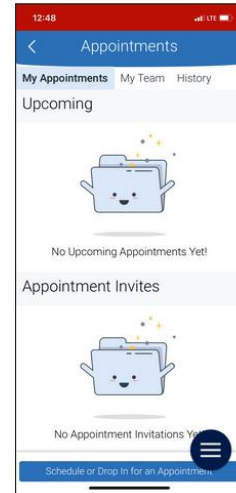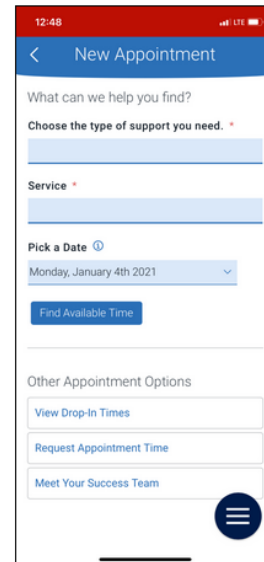
Select the appropriate button to start scheduling an appointment. The **New Appointment** page opens.
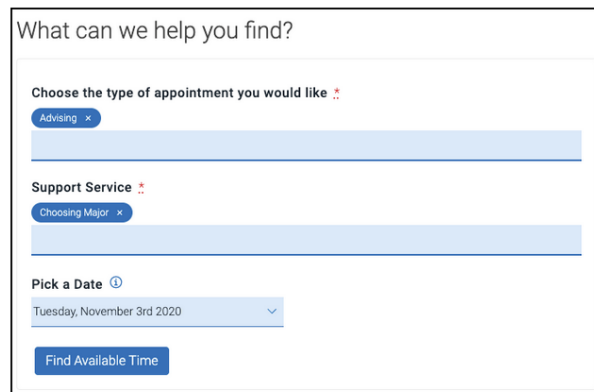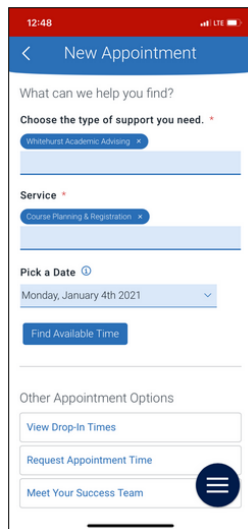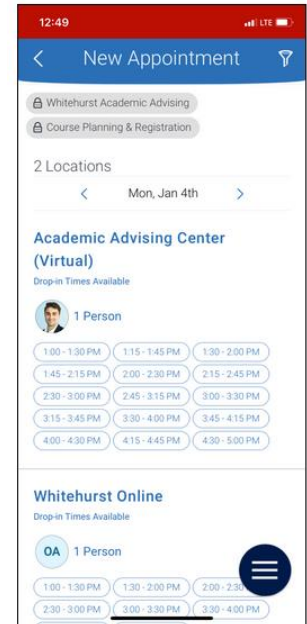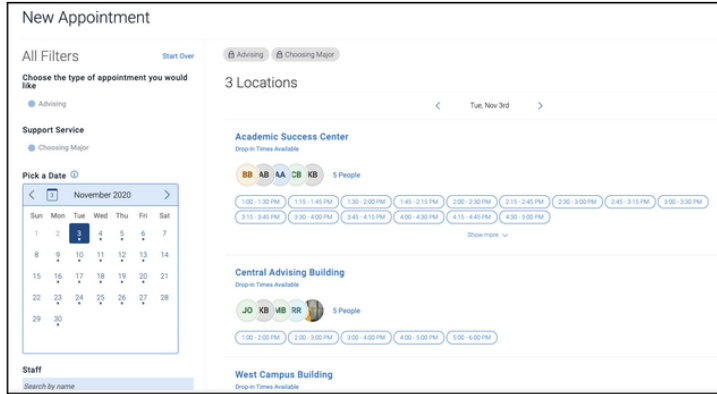
Desktop View
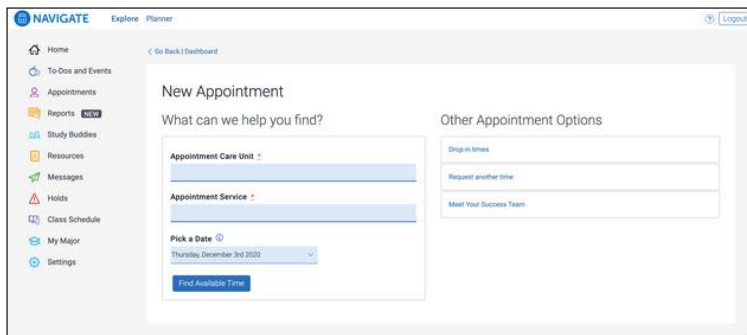
App View

Students choose their Care Unit and Service.

Once the Care Unit and Service are chosen, the student chooses a date and clicks **Find Available Time**. The next page appears.





There are several new elements on this page. At the top of the page, students see the options they chose on the previous page. These options can't be changed unless they select the **Start Over** link. These options are shown as "locked" as in the image below.
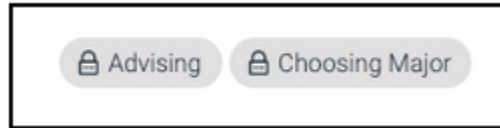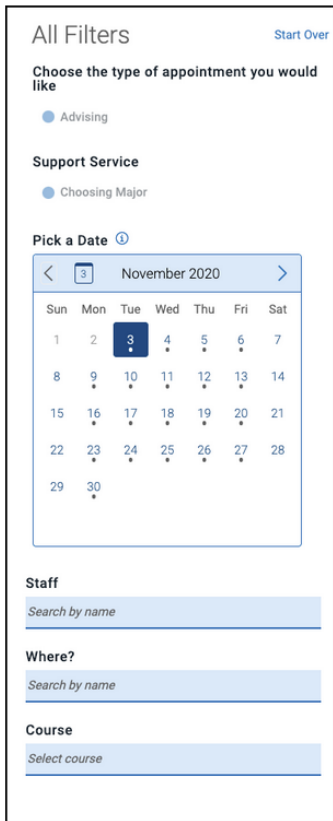




On the left (on desktop) is a filter panel that also shows the filters chosen, a calendar to pick a date for the appointment, and more filters to narrow appointment options. Students can narrow by staff name, location, and course and adjust those filters as needed. The main panel updates to reflect filtering automatically.

**Important.** When the student selects a date, the scheduling feature shows appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the date picker calendar.

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The main panel of the scheduling page shows available locations with appointment slots.
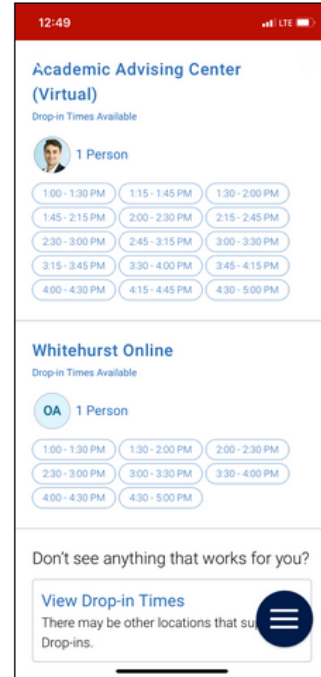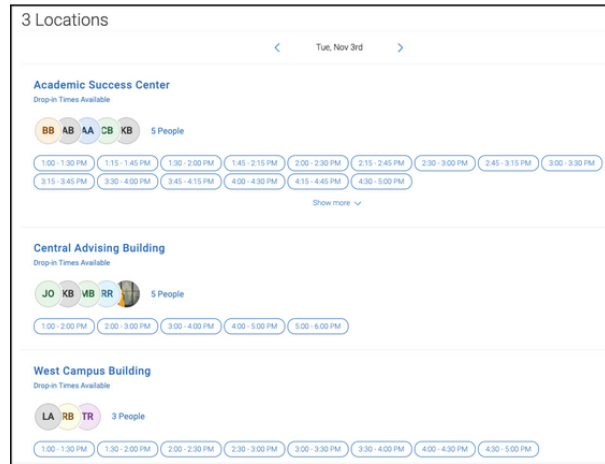






Students can select one of the time slots from the list. Students can also select the link that says **# People** to open a list of staff members.
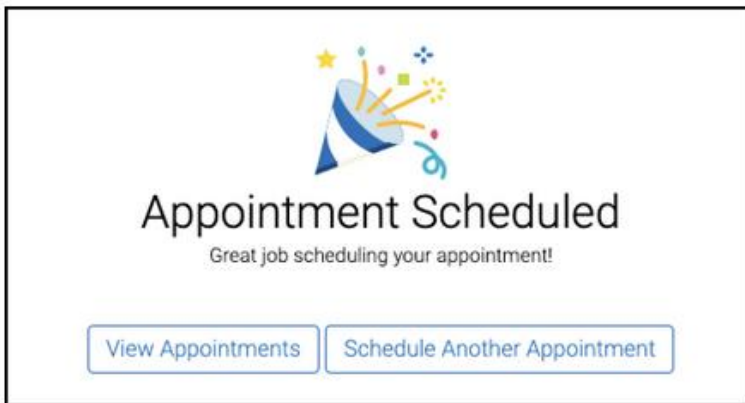
If the student chooses a staff member from the list, the appointment list shows only time slot that the staff member has available.

When a student chooses an appointment time, regardless of filters chosen, the **Review Detail** page opens.





Students can enter a comment and decide if they want email or text reminders. Once all the options are set, students click **Schedule**. If their appointment is scheduled, students get a success message and the option to **View Appointments** or **Schedule Another Appointment**.

Germanna's Navigate team is standing by to help with any issues you may be having. If you need help send an email to navigate@germanna.edu and a professional staff member will help you as soon as possible.