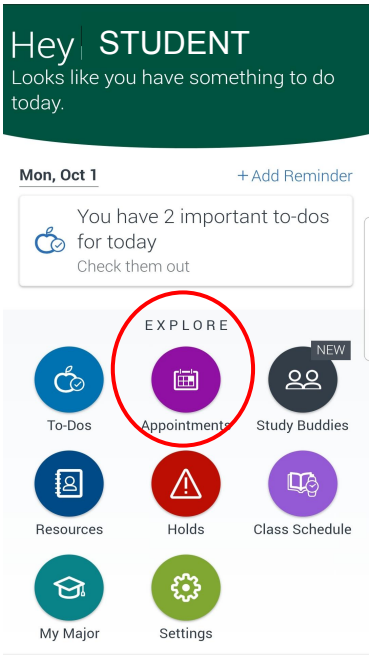
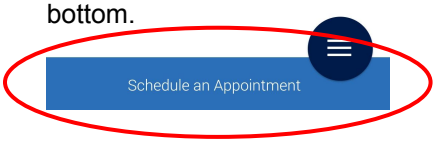
Navigate Student: Appointment Scheduling

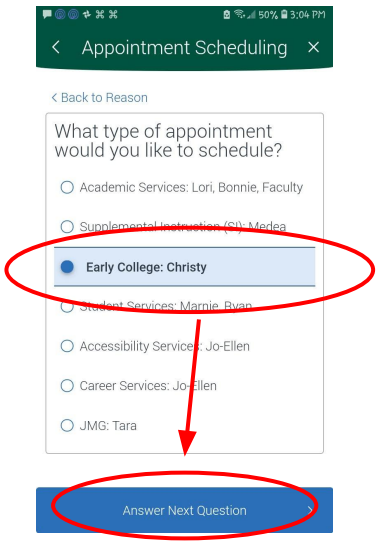
Step 1: Open Navigate Student and click on "Appointments".



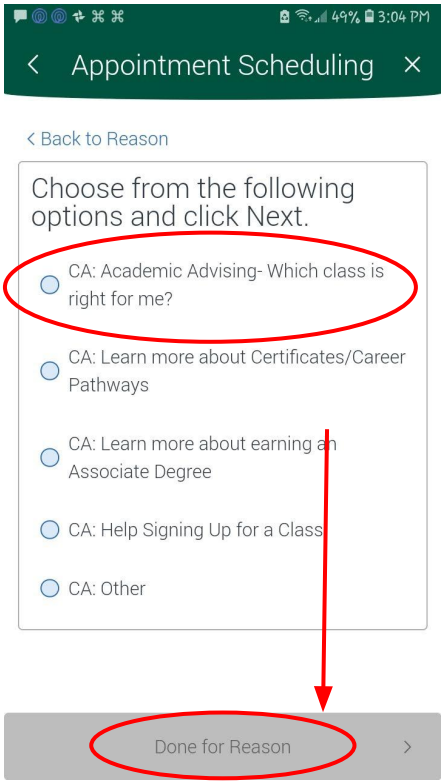
Step 2: Click on "Schedule an Appointment" at the bottom.



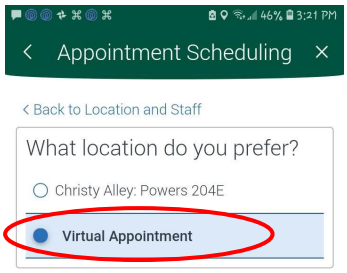
Step 3: Choose the appointment type and then click "Answer Next Question."



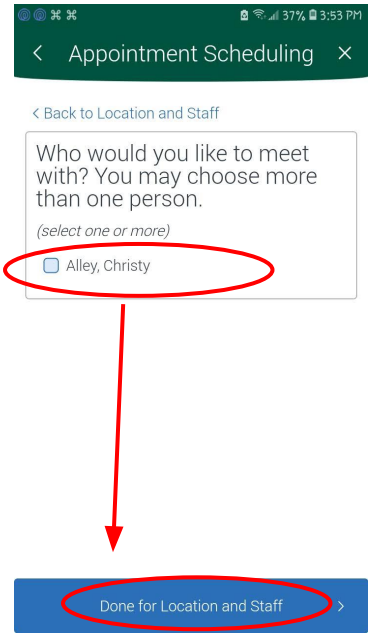
Step 4: Choose a reason, and then click "Done for Reason".



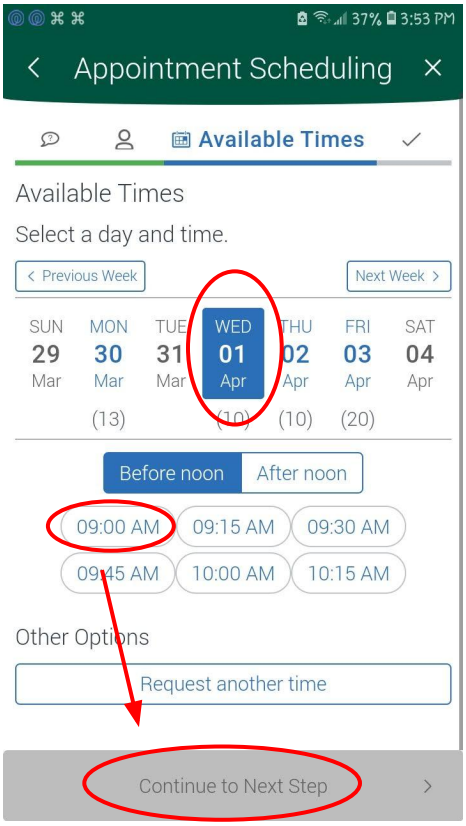
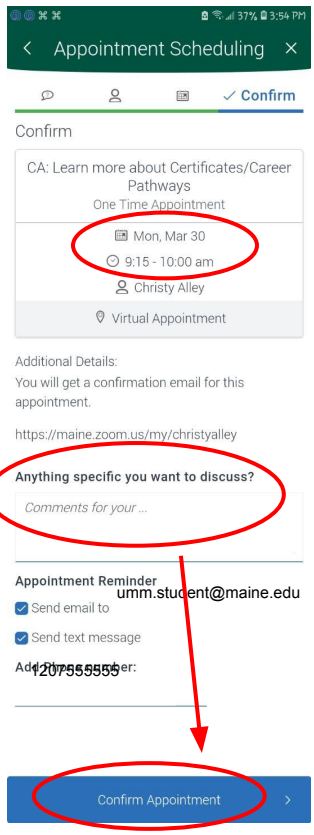
Step 5: Choose the location, and then click "Answer Next Question".



Step 6: Choose Christy Alley, then click "Done for Location and Staff".



Step 7: Select an available date and time, then click "Continue to Next Step".



Step 8: Review the date and time, note anything specific to discuss, choose how to be reminded, and click "Confirm Appointment".