

How to Schedule an Appointment

- 1.) Log into Navigate 360 using the website below:
- https://waubonsee.navigate.eab.com/app/
- 2.) Click on the *Appointments* tab on the left-hand side and then click on *Schedule an Appointment*.
- 3.) Use the provided drop-down menus to select the type of support you need, the service & date. Then, click on *Find Available Time*.

Go Back | Dashboard

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

Choose the type of support you need *

Tutoring

What service would you like to schedule for? *

Math Support

Pick a Date

September 13, 2023

Find Available Time

Other Options

View Drop-In Times

Request an Appointment

Meet With Your Success Team

- 4.) You will then be directed to the following page:

New Appointment

All Filters

Start Over

Choose the type of support you need

Advising

What service would you like to schedule for?

General Advising

Pick a Date

September 2023

11

3 Locations

Adams Mill Tutoring

Drop-in Times Available

AA JA JG KA NG RB S4 8 People

8:00 - 8:30 AM 8:15 - 8:45 AM 8:30 - 9:00 AM 8:45 - 9:15 AM 9:00 - 9:30 AM 9:15 - 9:45 AM 9:30 - 10:00 AM 9:45 - 10:15 AM 10:00 - 10:30 AM 10:15 - 10:45 AM 10:30 - 11:00 AM 10:45 - 11:15 AM 11:00 - 11:30 AM 11:15 - 11:45 AM 11:30 - 12:00 PM

Library, 2nd Floor

1 Person

Choose your preferred appointment time by clicking on one of the times displayed or you can select the link *# People* next to the staff members’ initials to view the list of all available staff.

Appointments are set at 30-minute time slots, but multiple appointments may be made.

- 5.) After selecting an appointment time slot, review the appointment details in the *Review Detail* page. Enter any comments and check the email or text reminders checkboxes if desired. Once all the options are set, click *Schedule*.

Go Back | Dashboard

Review Detail

Choose the type of appointment you would like

Advising

Support Service

Choosing Major

Date

11/03/2020

Time

3:30 PM - 4:00 PM

Where?

Academic Success Center

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to cordell@johnson.biz

Text Message Reminder

Phone Number for Text Reminder

590915723994080

Schedule

- 6.) You should see a success message and the option to *View Appointments* or to *Schedule Another Appointment*.

Cómo Programar Una Cita de Tutoría

- 1.) Inicia sesión en *Navigate 360* a través del siguiente sitio web:
- <https://waubonsee.navigate.eab.com/app/>
- 2.) Haga clic en el botón *Appointments* en el lado izquierdo y luego, haga clic en *Schedule an Appointment*.
- 3.) Utiliza los menús desplegables para escoger el tipo de ayuda que necesitas, el servicio, y la fecha. Luego, haga clic en *Find Available Time*.

New Appointment

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Choose the type of support you need *

Tutoring

What service would you like to schedule for? *

Math Support

Pick a Date

September 13, 2023

Find Available Time

Other Options

[View Drop-In Times](#)

[Request an Appointment](#)

[Meet With Your Success Team](#)

Haga clic aquí

- 4.) Luego, aparece la siguiente página:

New Appointment

All Filters

Start Over

Choose the type of support you need

Advising

What service would you like to schedule for?

General Advising

Pick a Date

September 2023

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3 Locations

Adams Mill Tutoring

Drop-in Times Available

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10:15 - 10:45 AM 10:30 - 11:00 AM 10:45 - 11:15 AM 11:00 - 11:30 AM 11:15 - 11:45 AM 11:30 - 12:00 PM

Library, 2nd Floor

1 Person

Haga clic aquí para ver a todos empleados disponibles...

Haga clic en uno de los tiempos disponibles.

Escoge tu cita preferida por hacer un clic en uno de los tiempos o puede escoger la lista de empleados disponibles por hacer un clic en *# People*.

****Las citas se fijan en incrementos de 30 minutos, pero se pueden programar varias citas.****

- 5.) Después de seleccionar un tiempo para tu cita, repasa los detalles en la página, *Review Detail*. Escribe unos comentarios adicionales si necesarios y selecciona las opciones de recibir una notificación de email o texto sobre tu cita. Cuando terminas con todo, haga clic en *Schedule*.

Review Detail

Choose the type of appointment you would like

Advising

Support Service

Choosing Major

Date

11/03/2020

Time

3:30 PM - 4:00 PM

Where?

Academic Success Center

Would you like to share anything else?

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Text Message Reminder

Phone Number for Text Reminder

590915723994080

Schedule

Escribe tus comentarios adicionales aquí

Haga clic aquí.

- 6.) Finalmente, debes ver un mensaje de éxito y las opciones, *View Appointments* y *Schedule Another Appointment*.