


Navigate: Make an Advising Appointment

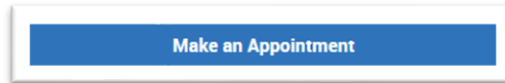
(from the Student Home page)

1. Log into Navigate

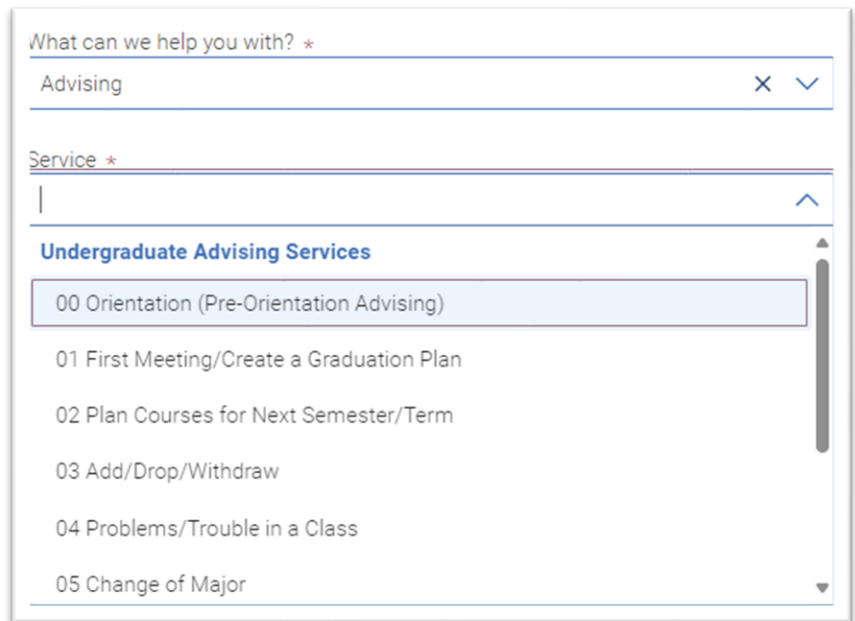
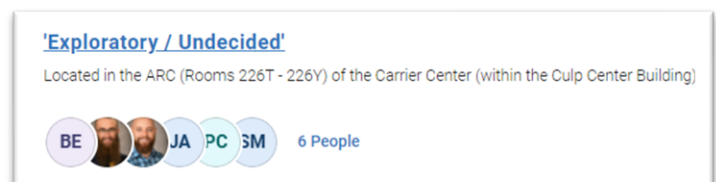
- Login to Navigate by going to <https://etsu.campus.eab.com/>
- Enter your ETSU username (your email address without the @etsu.edu) and the password you use for GoldLink

2. In Navigate, select a service, advisor, day and time for an appointment.

- Click the Home  icon from the left navigation
- Click *Make an Appointment* on the right



- Select *Advising* under the *What can we help you with?* box.
- Click inside the *Service* box. Then click on a service from the pop-up scroll box.
- Pick a preferred date from the pop-up calendar in the *Pick a Date* box.
- Click *Find Available Time*.
- Find the appropriate major or minor from the list on the right. Click on the blue location title to see more available days and times.
- If more than one Advisor is available click *View Individual Availabilities* to select a specific Advisor. Or, click on a day and time to meet with the first available Advisor.

A screenshot of a web interface. At the top is a search bar with the text "What can we help you with? *". Below it is a dropdown menu with "Advising" selected. Underneath is another dropdown menu labeled "Service *". A scrollable list of "Undergraduate Advising Services" is shown, with "00 Orientation (Pre-Orientation Advising)" highlighted. Other services listed include "01 First Meeting/Create a Graduation Plan", "02 Plan Courses for Next Semester/Term", "03 Add/Drop/Withdraw", "04 Problems/Trouble in a Class", and "05 Change of Major".

3. Review your appointment details and confirm


- A *Review Appointment Details and Confirm* page will appear. Review the details of the appointment.
- In the *How Would You Like to Meet* box, select a meeting type preference: In *Person*, *Virtual*, and *Phone* may be options depending on the Advisor's schedule.
- In the *Would You Like to Share Anything Else* box, include additional comments for the Advisor. The more information provided, the better prepared the Advisor can be for the appointment.
- Check that the correct phone number is listed for a text message reminder in the *Phone Number for Text Reminder Box*.
- Click *Schedule*.

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- Check ETSU Outlook email for an appointment confirmation.

4. Ensure advising appointments are in your ETSU Outlook calendar by syncing your calendar

- Click the *Calendar*  icon from the left navigation bar.
- Click the *Settings and Sync* button in the top right corner.
- Click *Setup Sync*.
- Click *Microsoft Office 365 (Latest Version)*.
- Enter ETSU username and password.
- Allow 30 minutes for Syncing to complete.

