Navigate360: Make a TRIO Tutoring Appointment
(from the Student Home page or mobile app)

1. Log into Navigate
- **Access your mobile app** or login to Navigate on your computer by going to https://etsu.campus.eab.com/
- Enter your ETSU username (your email address <u>without</u> the @etsu.edu) and the password you use for GoldLink, Outlook, etc.

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 *Tutoring* inside the *What can we help you with?* box.
- Select *01 Tutoring for a Course* inside the *Service* box.
  - **NOTE:** if TRIO Tutoring does not have tutoring for a course you are enrolled for, this Service will not show
- Pick a preferred date from the pop-up calendar in the *Pick a Date* calendar view.
- Click *Find Available Time.*
- Find the appropriate meeting time from the list on the right.
- Search specific tutors under the *Staff* box on the left, as well as select *How You Would Like to Meet*, the *Meeting Location*, and the course you need tutoring for.
- If more than one tutor is available click *View Individual Availabilities* to select a specific tutor and available time. Or, click on a day and time to meet with the first available.
  - **NOTE:** If you do not see tutoring for a course you are registered for, click *Request Alternate Appointment Time* and the TRIO Tutoring Coordinator can assist you

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 (if not already selected on the previous page): In *Person* or *Virtual* may be options depending on the Tutor's schedule.
- In the *Would You Like to Share Anything Else* box, include additional comments for the Tutor, including what you would like to cover during your session. The more information provided, the better prepared the Tutor can be for the appointment.
  - **EX:** If booking a math-based course appointment, provide clear instructions on formulas or concepts you need help with.
- Check that the correct phone number is listed for a text message reminder in the *Phone Number for Text Reminder Box*.
- Click *Schedule*.
- Check ETSU Outlook email for an appointment confirmation.