Navigate360: Make an IES Appointment

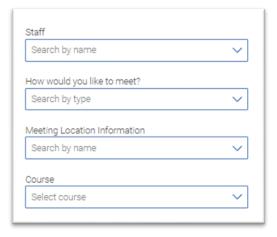
(from the Student Home page)

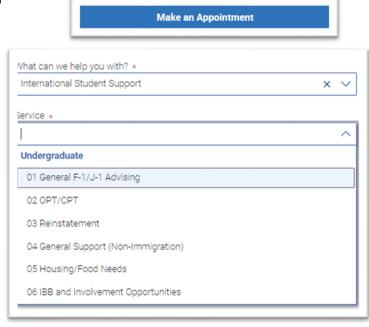
1. Log into Navigate

- Login to Navigate by going to https://etsu.campus.eab.com/
- Enter your ETSU username (your email address <u>without</u> 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 International Student Support 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. You will be able to select from different levels of support, from 01 General F-1/J-1 Advising to 06 IBB and Involvement Opportunities.
- Pick a preferred date from the pop-up calendar in the *Pick a Date* box.
- Click Find Available Time.
- Find the appropriate meeting time from the list on the right.





- o Search specific International Services (IES) Staff under the *Staff* box on the left, as well as select *How You Would Like to Meet*, the *Meeting Location*.
- o If more than one advisor is available click *View Individual Availabilities* to select a specific staff member. Or, click on a day and time to meet with the first available.

3. Review your appointment details and confirm

- A Review Appointment Details and Confirm page will appear. Review the details of the appointment.
- o 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 Staff member's schedule.
- o In the Would You Like to Share Anything Else box, include additional comments such as what you would like to cover during your appointment.

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(from the Student Home page)

- Check that the correct phone number is listed for a text message reminder in the *Phone Number* for Text Reminder Box.
- o Click Schedule.
- 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* iii icon from the left navigation bar.
- Click the Settings and Sync button in the top right corner.
- Click Setup Sync.
- o Click Microsoft Office 365 (Latest Version).
- Enter ETSU username and password.
- Allow 30 minutes for Syncing to complete.

