Navigate for Students: Appointment Scheduling

Appointment scheduling can be done in the Navigate Student App or on the website via OneLogin or *carthage.navigate.eab.com.*

Navigate App:

1. In the Explore section, click the appointments icon.
2. Click the Schedule an Appointment bar at the bottom of the screen.
3. Select the office you would like to schedule an appointment with.
4. Select an appointment reason or service.
5. Pick a date and click Find Available Time.
6. Proceed to select the day, time, and location for your appointment.
7. Depending on the appointment type, you may see multiple staff availabilities. However, your advising appointments should be made with your assigned advisors and career specialist.
8. Continue to the next step, read any special instructions provided for the appointment, and then confirm the appointment.
9. You should see an Appointment Scheduled confirmation screen. Next, check your Carthage email and review the instructions, such as how to join a virtual appointment.

Navigate website: *via OneLogin or carthage.navigate.eab.com, using your Carthage credentials*

1. Click the appointments tab.
2. Select the office you would like to schedule an appointment with.
3. Select an appointment reason or service.
4. Pick a date and click Find Available Time.
5. Proceed to select the day, time, and location for your appointment.
6. Depending on the appointment type, you may see multiple staff availabilities. However, your advising appointments should be made with your assigned advisors and career specialist.
7. Continue to the next step, read any special instructions provided for the appointment, and then confirm the appointment.
8. You should see an Appointment Scheduled confirmation screen. Next, check your Carthage email and review the instructions, such as how to join a virtual appointment.

Notes (app and website):

- Some offices/staff have drop-in hours available or will let you request an appointment time if you do not see an available time that fits your schedule.
- If you made an appointment request, check your email for follow-up messages and/or appointment confirmations.

If you have questions, contact the help desk at *navigate@help.carthage.edu.*