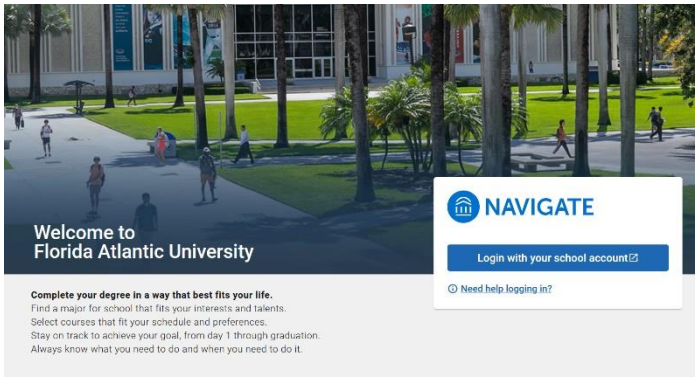
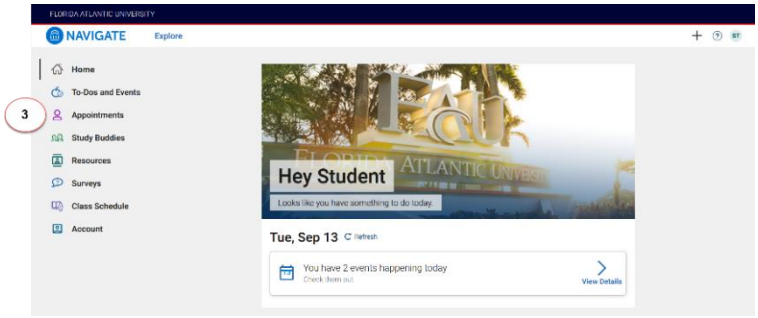
Schedule Your Appointment

1. Download the Navigate App
    a. Apple App Store
    b. Google Play Store

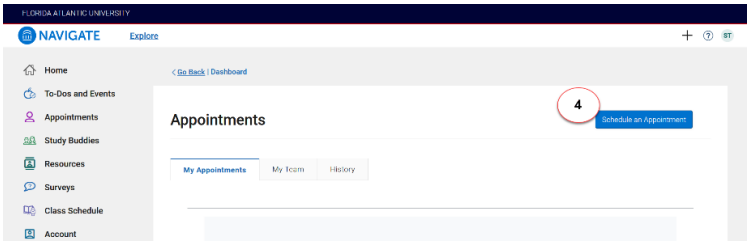


2. Sign in

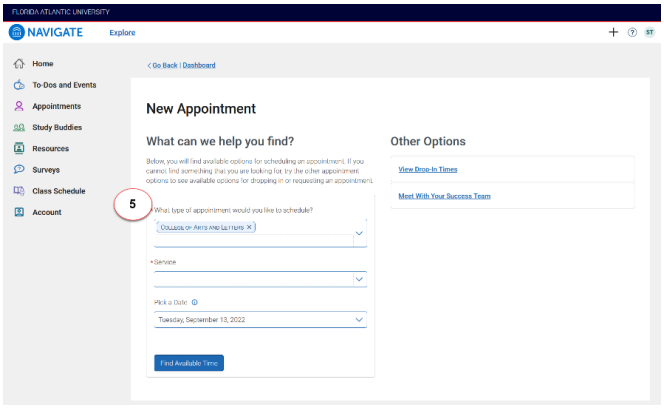
3. Click **Appointments**



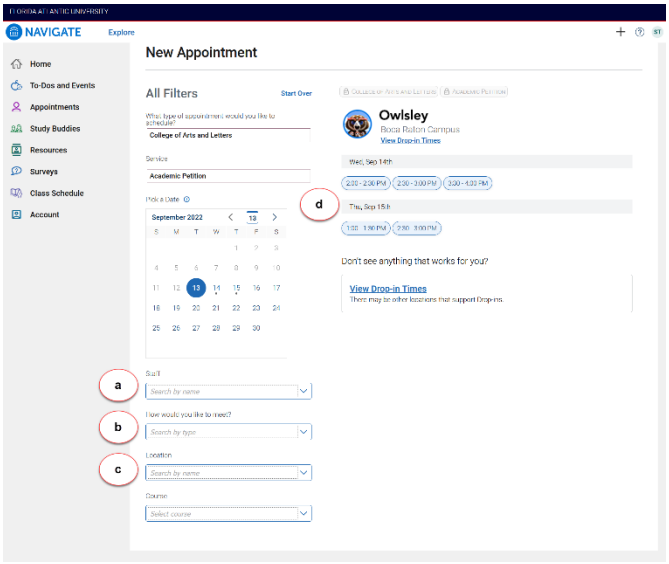
4. Click **Schedule an Appointment**



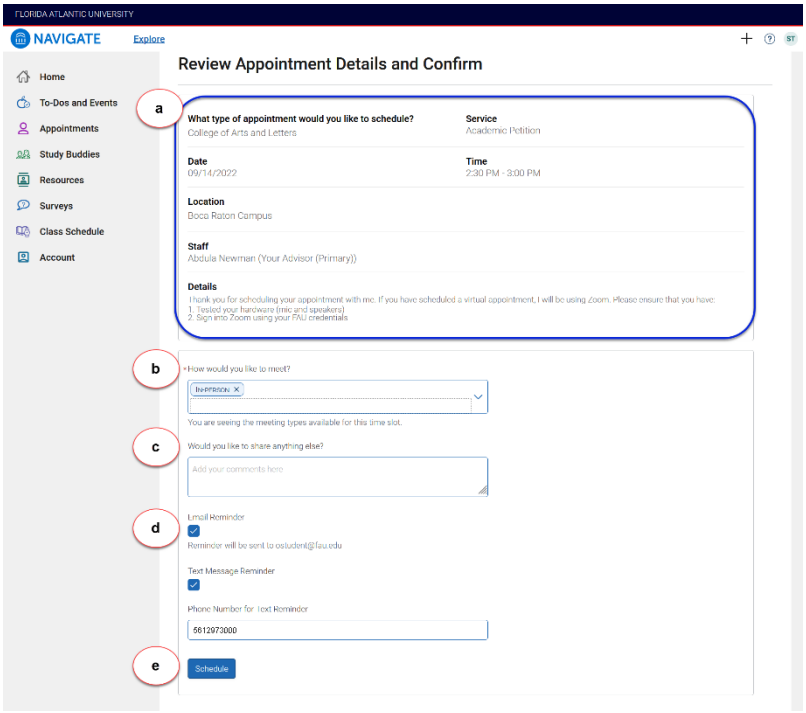
5. On the New Appointment screen
    a. Select the **Office** (University Advising Services, College of Science Advising, etc.)
    b. Select the **Service**
    c. Select a **Date**



6. Apply relevant filters
    a. Select the **Staff** (do you want to meet with your primary advisor, someone else, or leave blank for any available member of staff)
    b. Select **How you would like to meet** (in-person, virtually, email, phone, etc.)
    c. Select the **Location** (Boca, Davie, Fort Lauderdale, or Jupiter)
    d. Select the **Time** for the meeting



7. Review and add any details
    a. **Review** the appointment date, time, location, etc.
    b. **Verify** how you would like to meet
    c. **Add** any details that may help the advisor
    d. **Choose** how you would like to receive your reminder (email or text message)
    e. Click **Schedule**



8. To Cancel an Appointment
    a. Click **Appointments**
    b. Click the **My Appointments tab**
    c. Click the Appointment
    d. Click **Cancel**