

## 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
  - Select the Office (University Advising Services, College of Science Advising, etc.)
  - b. Select the Service
  - c. Select a Date

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- 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

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- 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

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