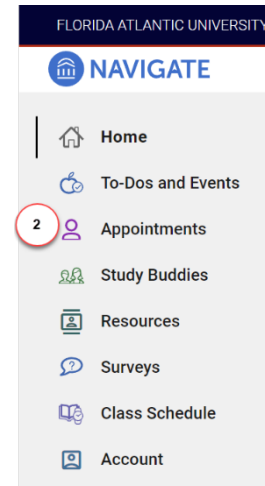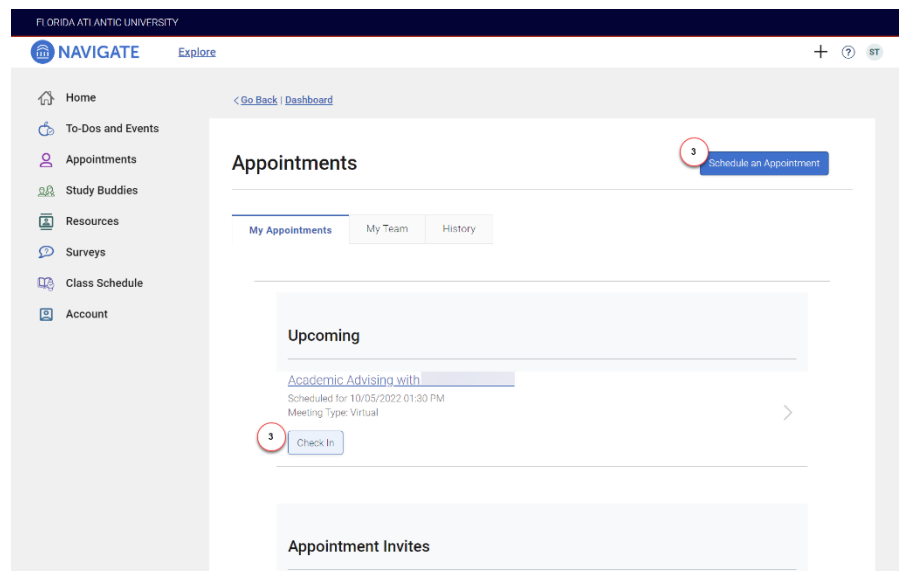# FAU
FLORIDA ATLANTIC UNIVERSITY

Virtual Sign-in
Appointments & Drop-ins

1. Sign into the Navigate App
2. Click **Appointments**

3. If you have a scheduled appointment, click **Check In** otherwise, for Drop-ins, click **Schedule an Appointment**

4. Click **View Drop-in Times**

5. Select the **Type of Appointment** (Which office?)
6. Select the **Services** (reason for the meeting)

7. Select the **Location** for the meeting (Boca, Davie, Virtual)

8. Click **Check-in with first available**

9. You are now signed in. The staff may text a link for you to connect using their preferred virtual platform (Zoom, Microsoft Teams, etc.), or they may call.