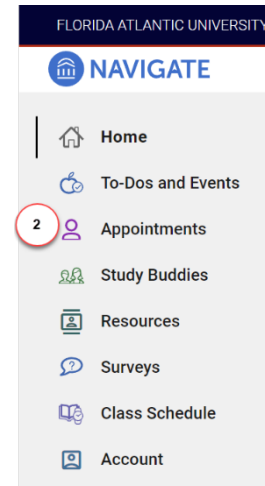
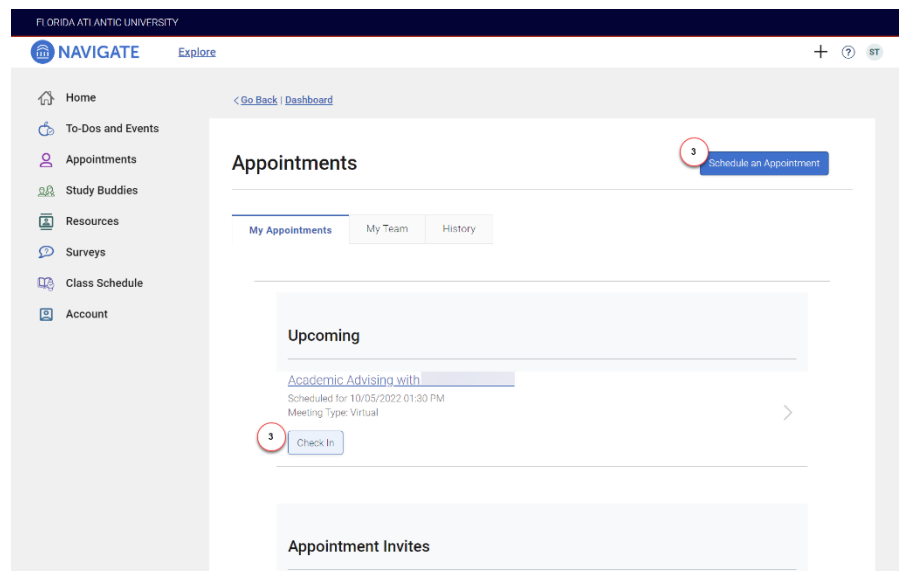


Virtual Sign-in Appointments & Drop-ins

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**

FLORIDA ATLANTIC UNIVERSITY

NAVIGATE Explore

Home < Go Back | Dashboard

To-Dos and Events

Appointments

Study Buddies

Resources

Surveys

Class Schedule

Account

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or

Show More

*What type of appointment would you like to schedule?

*Service

Pick a Date

Wednesday, October 5, 2022

Find Available Time

Other Options

4 View Drop-In Times

Meet With Your Success Team

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

FLORIDA ATLANTIC UNIVERSITY

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View Drop-In Times

What can we help you find?

Below, you will find available options for dropping in for an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for

Show More

5 *What type of appointment would you like to schedule?

6 *Service

Find Available Time

Other Options

Meet With Your Success Team

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

The screenshot shows the 'View Drop-In Times' page in the FAU NAVIGATE system. The left sidebar contains a navigation menu with items: Home, To-Dos and Events, Appointments, Study Buddies, Resources, Surveys, Class Schedule, and Account. The main content area has a header 'View Drop-In Times' and a 'Start Over' link. Below this is the 'All Filters' section, which includes a question 'What type of appointment would you like to schedule?' and several dropdown menus: 'College of Arts & Letters', 'Service' (set to 'Academic Advising'), 'Staff' (with a 'Search by name' input), 'Location' (highlighted with a red circle and the number 7, with a 'Search by name' input), and 'Course' (with a 'Select course' input). On the right side, there is a section titled '1 Locations' with a link to 'Boca Raton Campus'.

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

The screenshot shows the 'View Drop-In Times' page in the FAU NAVIGATE system, with the 'Location' dropdown menu now set to 'Boca Raton Campus'. The 'All Filters' section shows the 'Location' dropdown menu with 'Boca Raton Campus' selected. The 'Check-in with first available' button is highlighted with a red circle and the number 8. The right side of the page shows the 'Boca Raton Campus' section, which includes a 'Check-in with first available' button, a 'Drop-in Online' button, and a section for 'Your Advisor (Primary)' with details: 'Wednesday 11:00 AM - 12:00 PM', 'October 5, 2022 - October 5, 2022', and 'Meeting Types: Virtual'.



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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.

