How to Sign up for an Appointment and View Drop-In Times in Navigate

1. There are multiple ways you can get to Navigate, our success platform used for scheduling appointments with various resource offices on campus. You can log into your student portal and click the “Make an Appointment” button or use the link https://ucdenver.campus.eab.com/.

2. Whichever one you choose, you will be taken to the new Scheduling page of Navigate.

3. The drop-down for “What type of appointment would you like to schedule?” has a ton of options! These include resources like Academic Advising, Lynx Central, Tutoring and Workshops, and more. The next drop-down, “Service”, is the reason for your appointment. Depending on what you chose in the first drop-down menu, the options will change.

New Appointment

What can we help you find?

- What type of appointment would you like to schedule?
  - Academic Advising
  - Service

- Service
  - CAM Undergraduate Advising
    - Academic Probation/Suspension
    - Degree Audit & Planning
    - Graduation Check
    - Incoming Transfer Student
    - Other
4. The last drop-down allows you to choose a date. After clicking “Find Available Time”, the scheduler will show you options on that date for the parameters you chose or the next closest option. Choose any of the time bubbles that works best for you and your schedule.

5. When you click on a bubble, a screen will pop up with appointment details. Make sure you look through this carefully! You can also add any comments to the person you’re scheduling an appointment with, and you can opt in to receive email and text reminders about your appointment. Select “Schedule” at the bottom of the screen and you’re all set!
Information on Drop-In Times

1. Some campus resource offices and Advising Units offer Drop-In times. In the scheduler, you can click “Other Appointment Options- View Drop-In Times” on the right-hand side of the screen.

   Other Appointment Options
   - View Drop-In Times
   - Meet With Your Success Team

2. From here, you can enter in the type of appointment and service reason you’d like to drop-in for (same as above), and click on “Find Available Time”. Click on “Check-In with First Available” to check in for your drop-in appointment.

   The Virtual College of Arts & Media Advising
   - [Check-in with first available]

   (Your Advisor)
   - Monday-Friday
   - 10:00 AM - 5:00 PM

   - Monday-Sunday
   - 8:00 AM - 5:00 PM

   Don't see anything that works for you?
   - [Schedule an Appointment]
   
   There may be other locations that support scheduling Appointments.

3. From there, your screen will pop up with a notification saying that you are checked in. Check your email or phone for next steps!

   ![Checkpoint](image)
   
   You have checked in to see the first available person for Graduation Check.
   Look out for an email, text, or phone call for next steps!
   - [View Appointments]