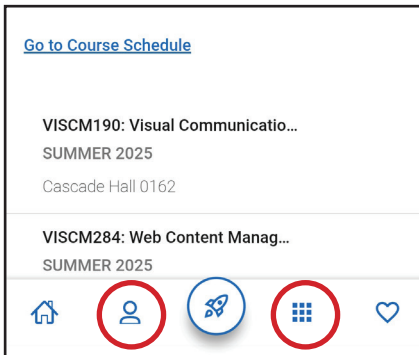


How to Schedule an Appointment

Step 1.

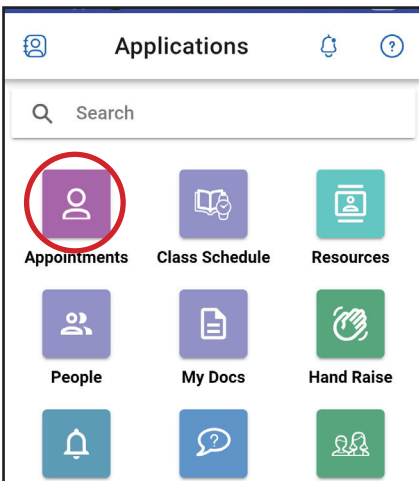


Open the Navigate360 Mobile App.
There are two ways to get to the **“Appointments”** screen, either

-Tap on the **“Appointments”** (person icon)

-Tap on the Applications button (3x3 grid icon), in the bottom right hand side of the screen.

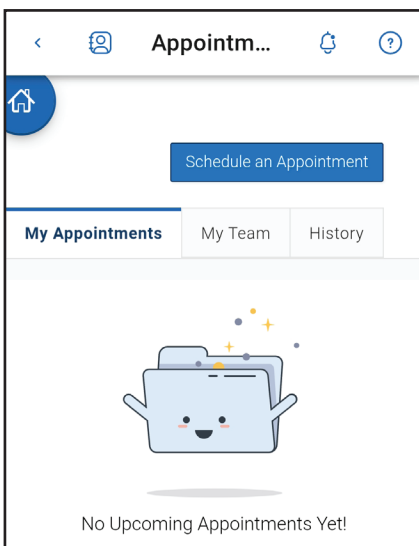
Step 2.



This will bring up your Applications Menu.

- Tap on **“Appointments”**

Step 3.



This is your **“Appointments”** page.

- Tap on the blue **“Schedule an Appointment”** button

Step 4.

Looking for, try the other appointment options to see Show More ▾

What can we help you find?

What type of appointment would you like to schedule? *

Service *

Pick a Date ⓘ

August 12, 2025 ▾

- Tap the first drop down menu and select the type of appointment you want to schedule.

Types of appointments include Advising and Career services, Financial Aid, TRIO, Veterans Services, and Workforce Funding.

Your listed **Services** and **Dates** will change based off of which appointment type you choose.

Step 5.

ADVISING & CAREER SERVICES

CURRENT STUDENT ACADEMIC ADVISING

Orca Central - HNR 201 ⓘ

Please check email after scheduling to confirm appointment details.

[View Drop-in Times](#)

Thu, Aug 21st

2:30 - 3:00 PM

4:00 - 4:30 PM

Wed, Aug 27th

9:30 - 10:00 AM

11:00 - 11:30 AM

Your next screen will display the location of appointment along with available dates and times.

- Tap on the blue time slot you want your appointment to take place.

If you don't see a time slot that works for you,

- Tap "**View Drop-in Times**" at the bottom of the page.

Step 6.

What type of appointment would you like to schedule?

Advising & Career Services

Service

Current Student Academic Advising

Date

09/04/2025

Time ⓘ

1:30 PM - 2:00 PM

Location

Orca Central - HNR 201

Please check email after scheduling to confirm appointment details.

How would you like to meet? *

Search by type ▾

You are seeing the meeting types available for this time slot.

Once you select a time slot, you will see all of your selected appointment details.

- Select how you would like to meet and any comments you have.