NAVIGATE

ENROLLMENT MANAGEMENT TECHNOLOGY

# New Student Appointment Scheduler Quick Reference Guide

Date: 8/5/2021

## HOW TO SCHEDULE AN APPOINTMENT

Log in using your My Cal State LA credentials
**NOTE:** All Locations are Virtual at this time.

Click **Get Assistance**




Choose **Type of Appointment**

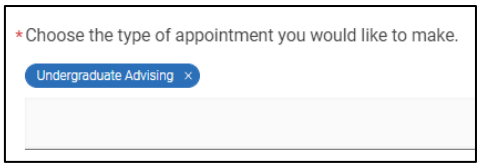
Choose a **Service**
Scroll the menu to see list of services

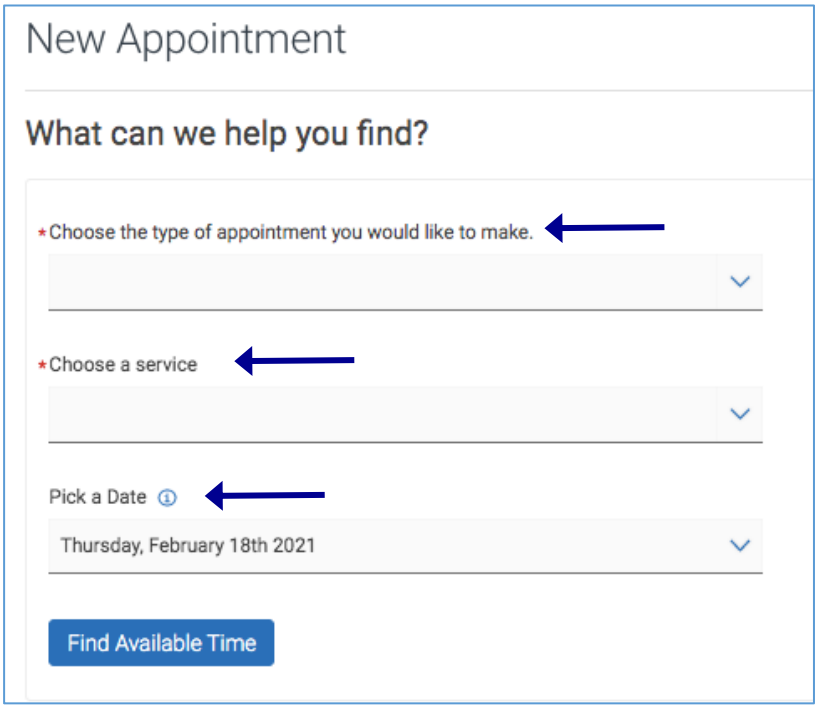
Pick a **Date**

Click **Find Available Time**

**Important:** You can only select one Type of Appointment and Service at a time.

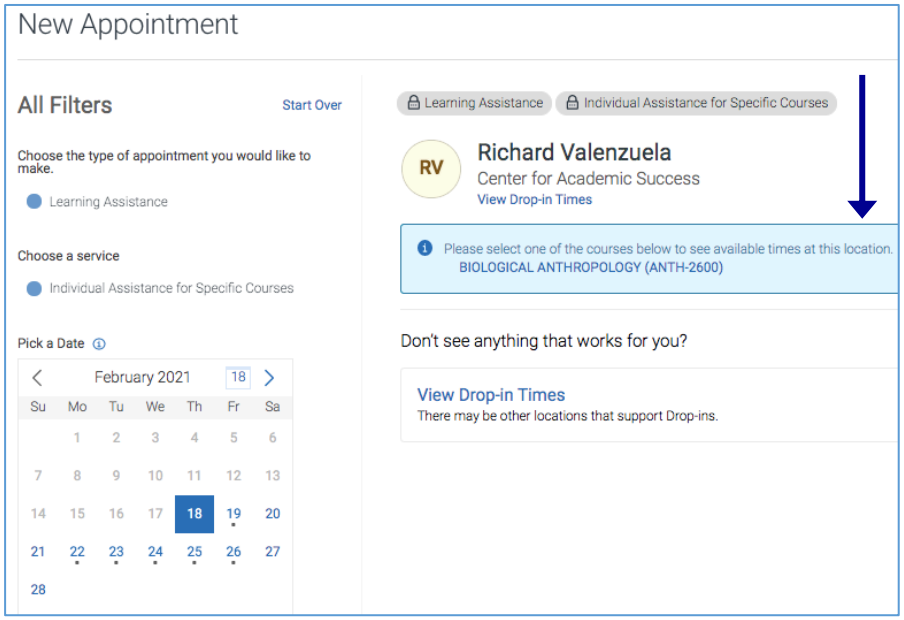
Your selection for Type of Appointment and Service will appear above the prompt in 'blue'. Click the "x" to remove your selection. See example below:



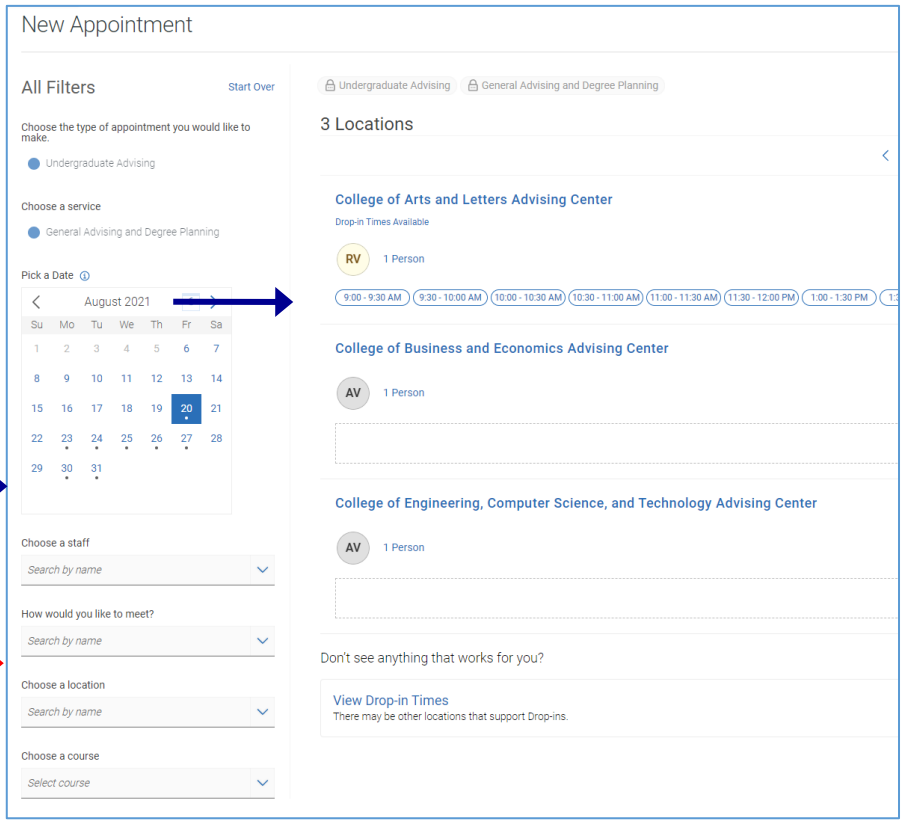



Option for **Course-Specific Services**

**Important:** If you are scheduling an appointment for assistance with a **Specific Course,** you must be enrolled in a course supported by the Service. Click **Find Available Time** and then Choose a course.




Choose a **Time**

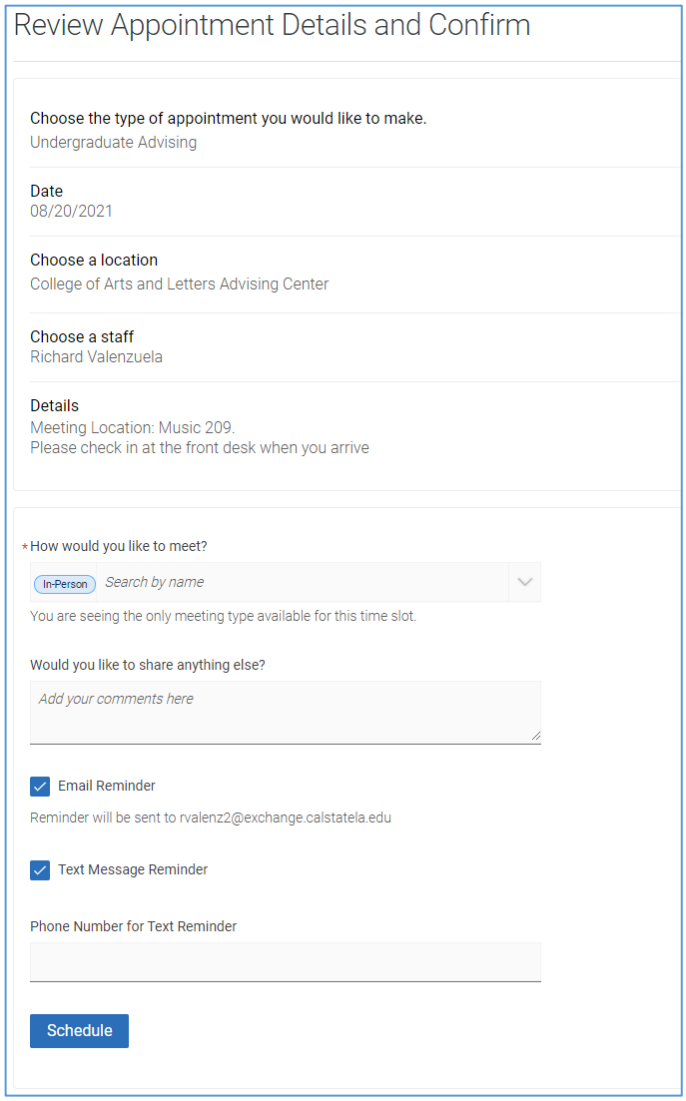



**Important**: In the calendar view, the small dot below the date indicates staff availability.

**Important:** You can use the filters below the calendar view to select a **Staff, Location, Meeting Type,** and **a Course** (if applicable).

If the student chooses a **Staff** member from the list, the appointment list shows only the time slot the Staff member has available.

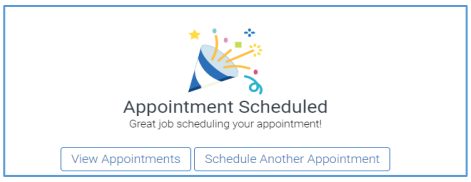
Click **Schedule**




**<u>Important</u>:** You can add any additional comments in the field box: **Would you like to share anything else?**

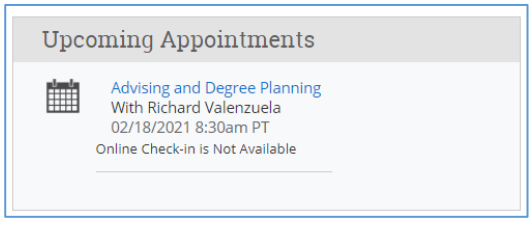
**<u>Important</u>:** Student comments will appear in the Staff's Appointment Confirmation.

**Appointment Confirmation**




**Where can I see my scheduled upcoming appointments?**

Scheduled upcoming appointments can be viewed on the Navigate Student Home Page.



# HOW TO VIEW DROP-IN APPOINTMENT TIMES

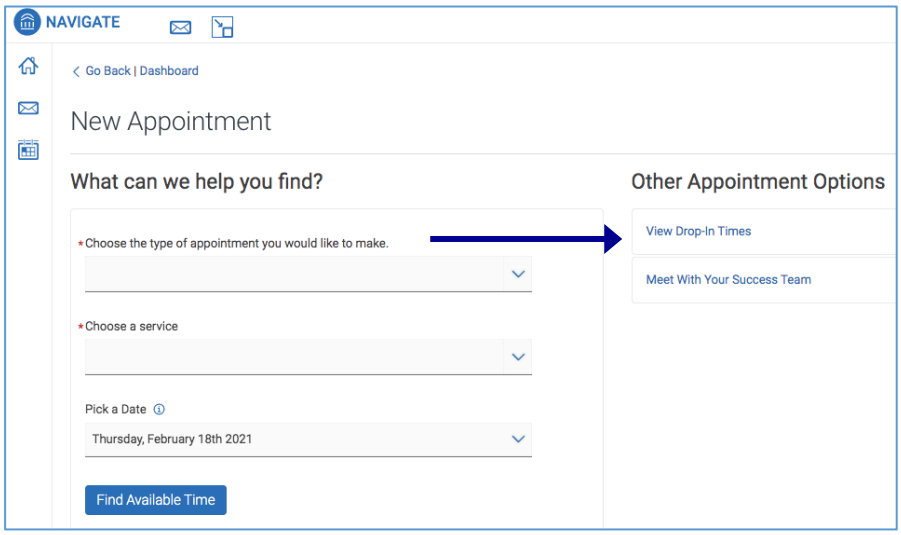
**Are Drop-In Appointments available?**

Yes, Drop-in appointments are currently available for a select few locations and services.

You can view drop-in times (where applicable) on the Navigate LA Home Student Scheduling Home Page, and throughout the scheduling experience.

Click **Get Assistance**

Select **View Drop-In Times**




Students can **Check-in with first available** (when applicable) or **Drop-in Online** (where available).

