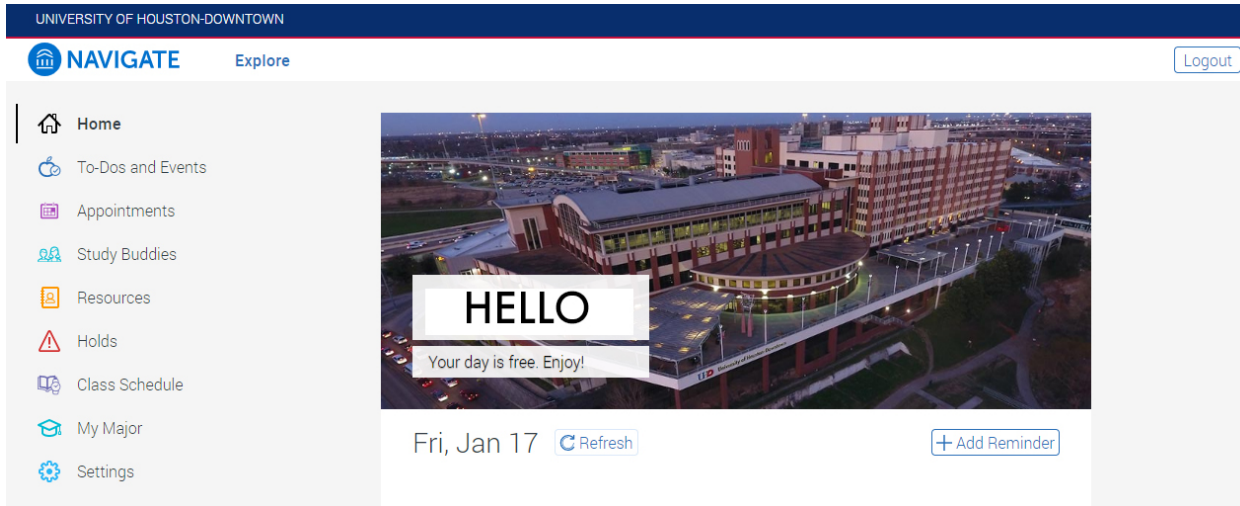# NAVIGATE

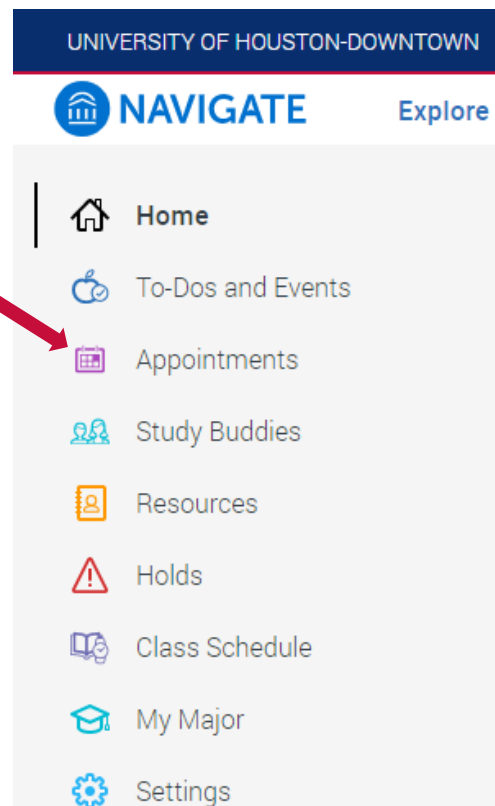# UHD Guide to Making Appointments

Where do I go? You can log into the desktop version to access this application online at (*web address here*)
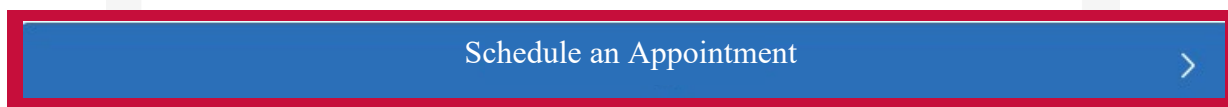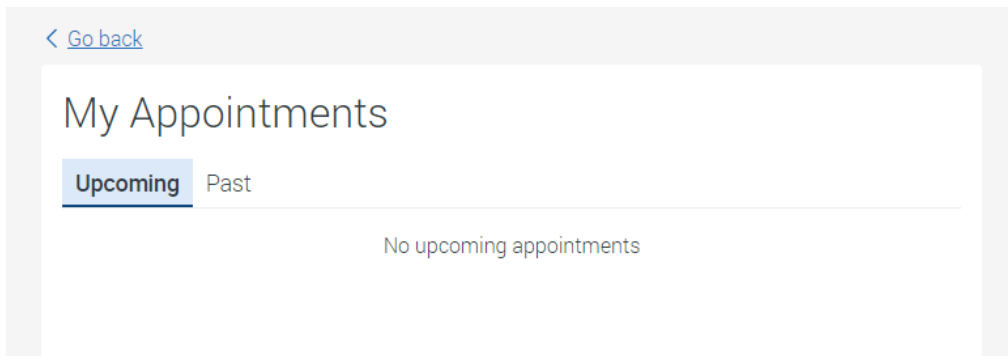
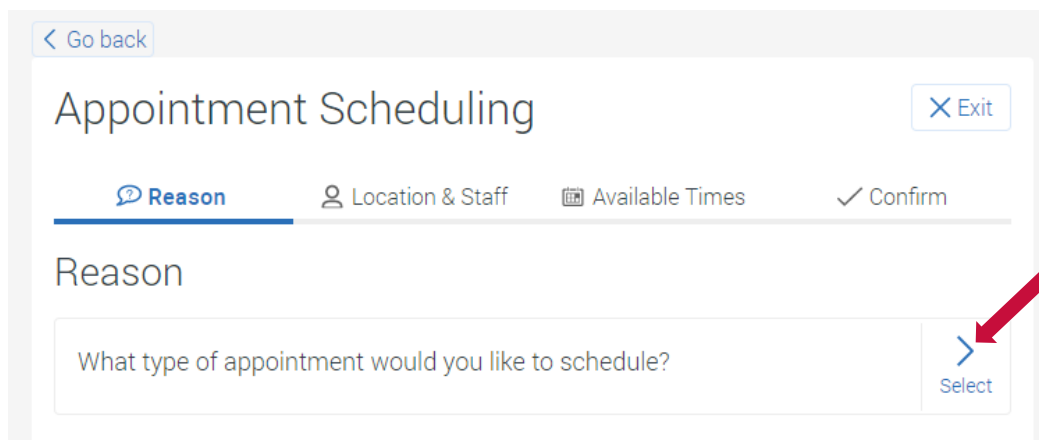**Questions?** Please email (UHD navigate help address)

Step 1: Select "**Appointments**" icon.

Step 2: Click on "**Schedule an Appointment.**"

< Go back

My Appointments

| Upcoming | Past |

No upcoming appointments

Schedule an Appointment ›

Step 3: Click on **Select**.

< Go back

Appointment Scheduling
✕ Exit

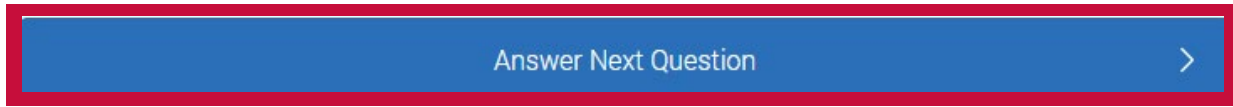Reason   Location & Staff   Available Times   ✓ Confirm

Reason

What type of appointment would you like to schedule?   ›
Select

Step 3.2: Select the type of appointment you would like to schedule.

< Go back

Appointment Scheduling
✕ Exit

< Back to Reason

What type of appointment would you like to schedule?

○ Academic Advising

○ Gator Success Center
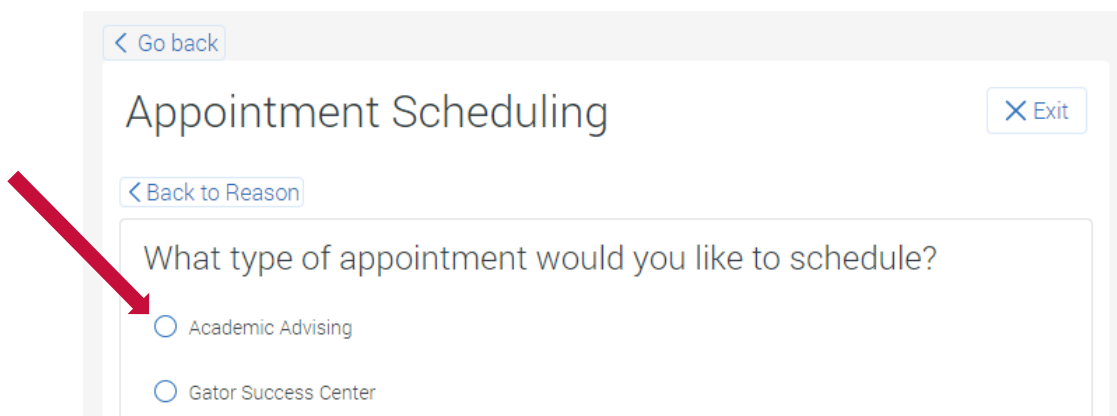
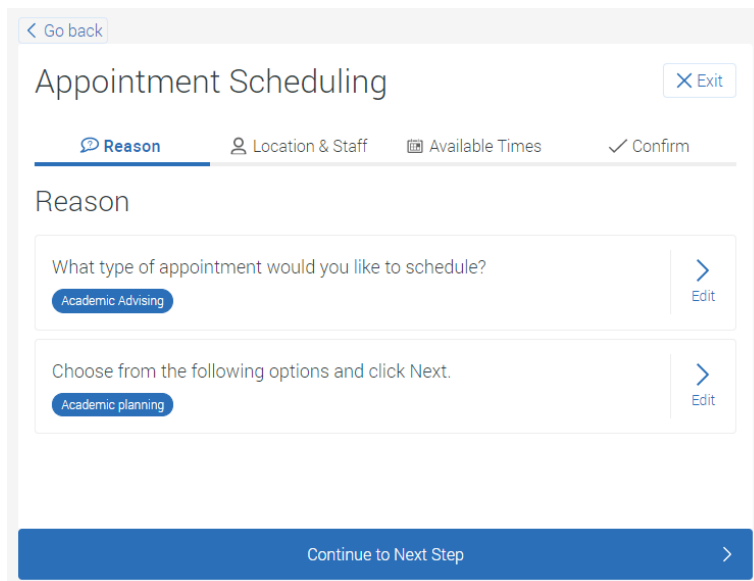Click on "**Answer Next Question.**"

Step 3.3: Select an option from the list.
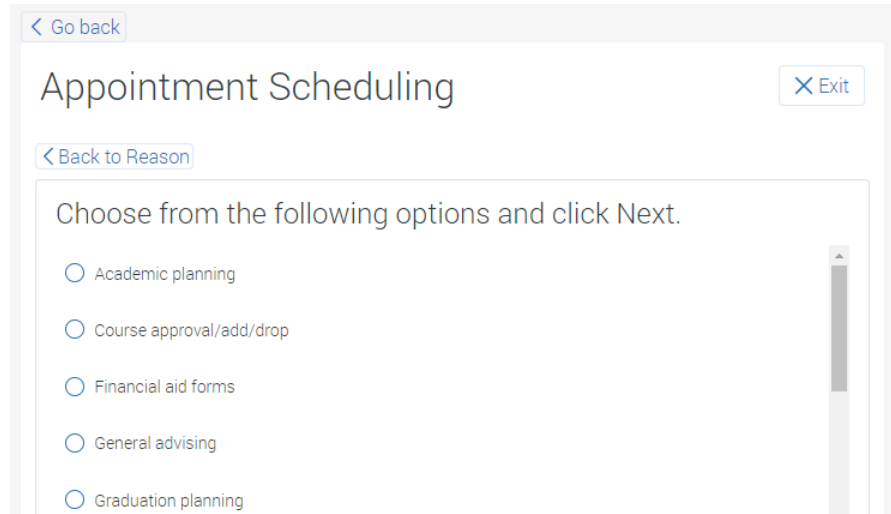
Once selected, click on "**Done for Reason.**"

(Please <u>review</u> your center and reason before continuing next step)

Step 4: Click on **Select**, then select the advising center and person you would like to see. If you do not see your advising center listed, contact them directly.

< Go back

Appointment Scheduling   ✕ Exit

💬 Reason   👤 **Location & Staff**   🗓 Available Times   ✓ Confirm

Location & Staff

| Please select your advising center | > Select |

< Go back

Appointment Scheduling   ✕ Exit

< Back to Location and Staff

Please select your advising center

○ College of Humanities & Social Sciences Advising - OMB S1001

○ College of Sciences & Technology Advising- OMB N724

○ University College Advising Center - OMB S601

○ Your Advising Center

(**ATTENTION: selection options may vary based on your major**.)

< Go back

Appointment Scheduling   ✕ Exit

< Back to Location and Staff

Who would you like to meet with? You may choose more than one person.
(select one or more)

☑ **Yegiyan, Mikayel**

(Please <u>review</u> your Location and Staff before continuing next step)

Step 5: Select a **date and time** for your appointment from the available options.

(<u>ATTENTION</u>: Appointment selection options may vary based on your major and center.
Walk-in times may appear as a list option, no appointment necessary)

Step 6: Review your selections before confirming.

- **Add comment(s) for advisor below, if needed.**
- **You may activate email/text reminders.**
- **Add phone number if text message option is desired.**

Confirm

Academic planning
One Time Appointment

📅	🕐	👤
Tue, Jan 14	2:30 - 3:00 pm	Mikayel Yegiyan

📍 Your Advising Center

Additional Details:
Test Notes. Please see me in S629K.

Anything specific you want to discuss?

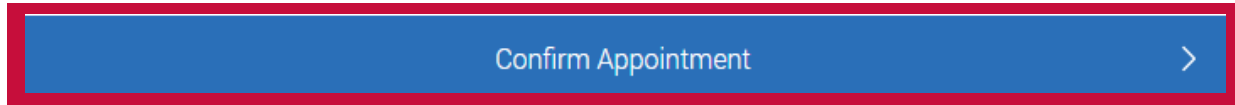Comments for your ...

Appointment Reminder

☑ Send email to *"your gatormail here"*

☑ Send text message

Add Phone number:

5551234567

Step 7: Confirm appointment to save your appointment next you will see a confirmation followed by a confirmation email or text:

Confirm Appointment	>

Appointment Scheduling

Appointment Scheduled
Great job scheduling your appointment!

⟳	Schedule another appointment

✓	Done