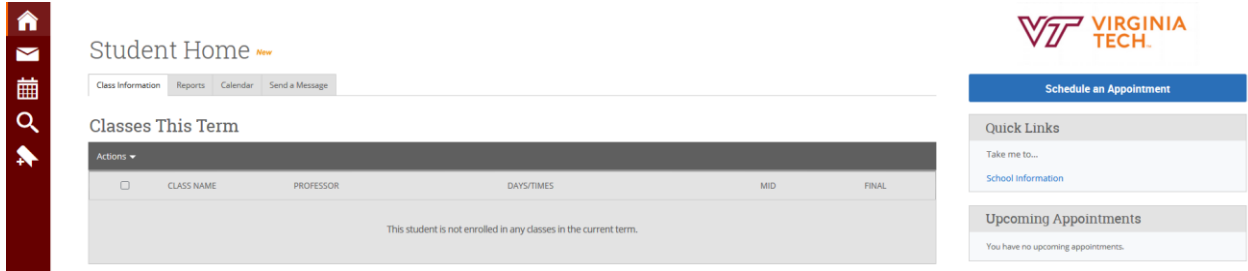


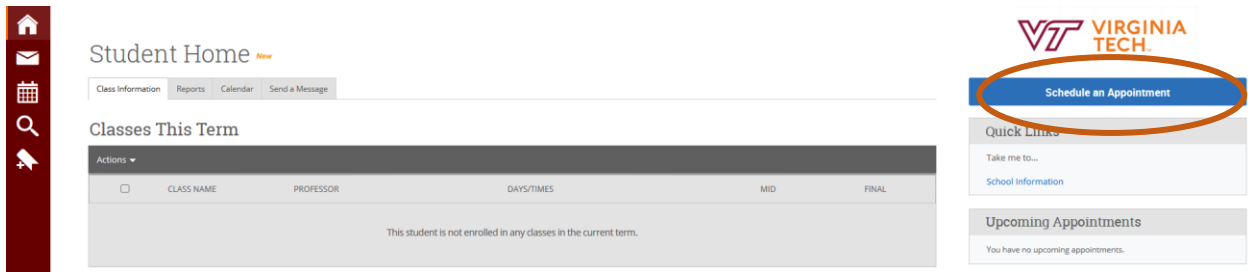
How do I schedule an appointment with my advisor?

Virginia Tech is excited to offer online appointment scheduling through the Navigate.

1. Go to www.registrar.vt.edu/campus to learn more about the platform and launch the platform by clicking the “Launch Navigate Platform” button.
2. Once in the platform you will see a screen similar to this:



3. To schedule an appointment with your advisor, click on **Schedule an Appointment**.



4. Follow the prompts to schedule an advising appointment by first selecting **Advising** for the type of appointment, then select the Service, and finally **preferred date you want to schedule an appointment**.

The screenshot shows the 'New Appointment' form. At the top left, there is a 'NAVIGATE' logo and a notification icon with a '2' badge. Below the logo is a 'Go Back | Dashboard' link. The main heading is 'New Appointment'. Underneath is the question 'What can we help you find?' followed by a sub-heading: '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 requesting an appointment.' The form contains three dropdown menus: 'What type of appointment would you like to schedule?' with 'Advising' selected, '*Service' with 'LAHS DEAN'S OFFICE ACADEMIC ADVISING' selected, and 'Pick a Date' with 'November 3, 2022' selected. A 'Find Available Time' button is located at the bottom of the form. On the right side, there is an 'Other Options' section with two links: 'View Drop-In Times' and 'Meet With Your Success Team'.

- You will then be shown available appointment times with additional filters on the left-hand side of the screen. Filter as needed and select your ideal appointment time.

- Your appointment details will be shown based on your selections with any applicable meetings notes, such as location or virtual meeting link. **Click the confirmation button at the bottom of the screen to confirm appointment.**