

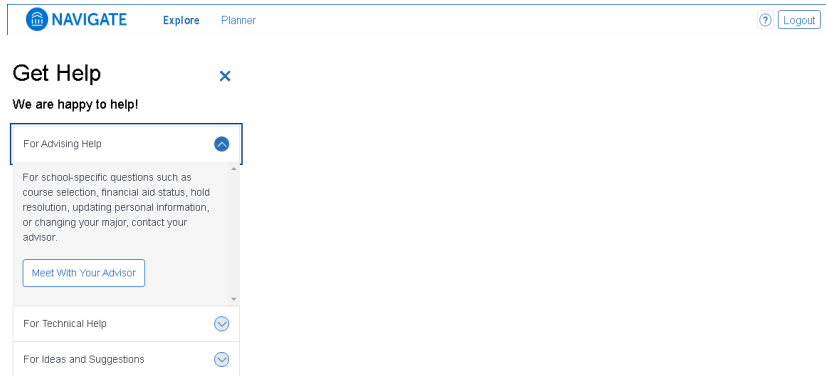
How does a student access and schedule an EAB Navigate appointment?

1. First you will need to access your RRCC Rock student portal. While on the "Dashboard" tab, click on the "Navigate" icon available in the student tools.

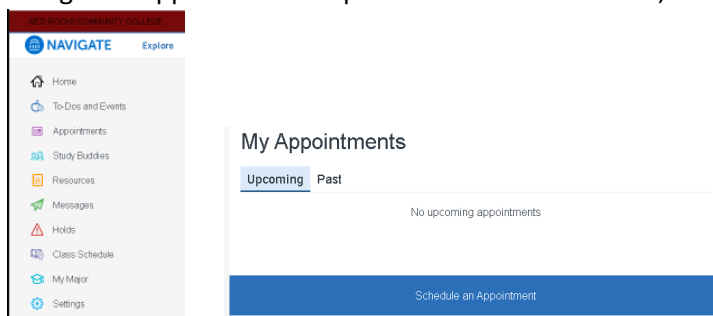


2. Once you have accessed Navigate, click the "?" to get assistance (a.) or the "Appointments" menu item (b.). Both will allow you to schedule an appointment with the appropriate department or individual.

- a. Using the "?" in the upper right corner of the page, click "For Advising Help":



- b. Using the "Appointments" option on the left menu bar, click "Schedule an Appointment":



3. You will then be prompted through a series of questions to assist you with scheduling.

- a. First select the department you would like to schedule with:

A screenshot of a question: "Who would you like to schedule an appointment with?". There are four radio button options: "Academic Advising", "Tutoring", "Accessibility Services", and "Financial Aid".

Continue by clicking "Answer next question".

- b. Select the reason for the appointment:

A screenshot of a question: "Choose from the following options and click Next.". There are four radio button options: "Academic Suspension", "Career Counseling & Guidance", "Change my Program of Study", and "Degree Audit/Evaluation".

Continue by clicking "Done for Reason".

- c. Your selections will now display for review. Click "Continue to Next Step".

- d. Select the location you wish to conduct the meeting (only locations offering the service you selected will display):

A screenshot of a question: "What location do you prefer?". There is one radio button option: "Academic Advising - VIRTUAL".

Continue by clicking "Answer Next Question".

- e. If you are scheduling with a specific staff member, you can now select the individual you would like to schedule with. If you do not have a preferred staff member, clicking the "Continue to Next Step" will

allow you to skip this selection. (Note that only staff members offering the service you selected with scheduled availability will appear):

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

Click “Done for Location and Staff” to continue.

4. Review your selections, click “Continue to Next Step”.
5. Now use the grid to select the date and time for your appointment. If none are available you can request an appointment by clicking “Request another time”:

Available Times

Selected day and time Jul 28 @ 9:30 AM

Next Week >

SUN 26 Jul	MON 27 Jul	TUE 28 Jul (27)	WED 29 Jul (32)	THU 30 Jul (10)	FRI 31 Jul (24)	SAT 01 Aug
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Before noon After noon

09:00 AM 09:15 AM 09:30 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM
11:30 AM 11:45 AM

Other Options

Request another time

Continue to Next Step >

Once you have selected a date and time, click “Continue to Next Step”.

6. You should now be able to view your scheduled appointment reflecting the selections you have made. Using the “Anything specific you want to discuss?” text box can be used to share any additional comments or notes you may have regarding the appointment for the staff member you are scheduled to meet with.

Appointment Scheduling ✕ Exit

Reason Location & Staff Available Times **Confirm**

Confirm

Award/Eligibility Inquiry
One Time Appointment

Tue, Jul 28 9:30 - 10:00 am RRCC Staff Member
Financial Aid - VIRTUAL

Additional Details:
You have scheduled a virtual meeting with a staff member in the RRCC Financial Aid department, to be hosted through WebEx. Below is the uri you will need to access your scheduled appointment.
If you have any questions, please feel free to email financial.aid@rrcc.edu
Uri for your meeting:
<https://cccs-meetings.webex.com/meet/shannon.webber>

Anything specific you want to discuss?
[I would prefer a telephone call at 303-914-6600]

7. Once you have completed your selection, click “Confirm Appointment” to finalize scheduling.

Confirm Appointment >

8. After you have scheduled your Navigate appointment, you will receive an automated email notification and reminders for the appointment.
 - a. If your appointment was a VIRTUAL appointment through a provider such as Webex or Zoom, follow the instructions and link provided in the appointment details.
 - b. If you scheduled a telephone appointment, a staff member will contact you at the phone number listed on your profile or at the phone number you provided when scheduling the appointment.
 - c. Please be sure to confirm the “method” of your scheduled appointment as the appointment method’s available for each department may vary.