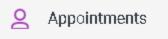
How to access and schedule an appointment using Navigate

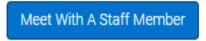
1. Access your student Rock portal at www.rrcc.edu and click the Navigate icon on your student dashboard.



2. Click on the left menu item "Appointments".



3. Next, click the "Meet With A Staff Member" button.



4. In the New Appointment window, select the department, service and date you would like to schedule for. New Appointment

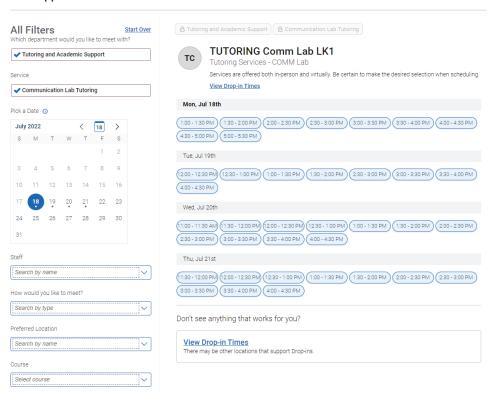


5. Click the "Find Available Time" button to access appointment availability.

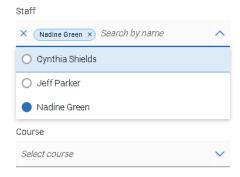


6. You should now be viewing the New Appointment window displaying all of the available options for scheduling your appointment, including a window to view Drop-In Times, if available.

New Appointment

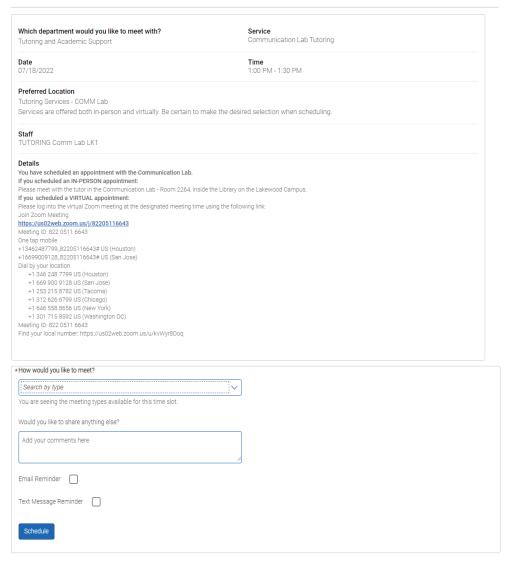


7. If you prefer to meet with a specific staff member or at a particular location, clicking on the arrows in these fields will allow you to select from a list of available staff members and/or locations for the department and date you have selected.



8. Once you have made all of your selection(s), you will be prompted to a new window to Review Appointment Details, add any additional comments (messaging) regarding the appointment as needed as well as select to receive an Email Reminder and/or a Test Message Reminder and Confirm your appointment.

Review Appointment Details and Confirm



10. Click Schedule to complete scheduling the appointment



11. You should next receive a Success! Message and can now view your scheduled appointment(s).

