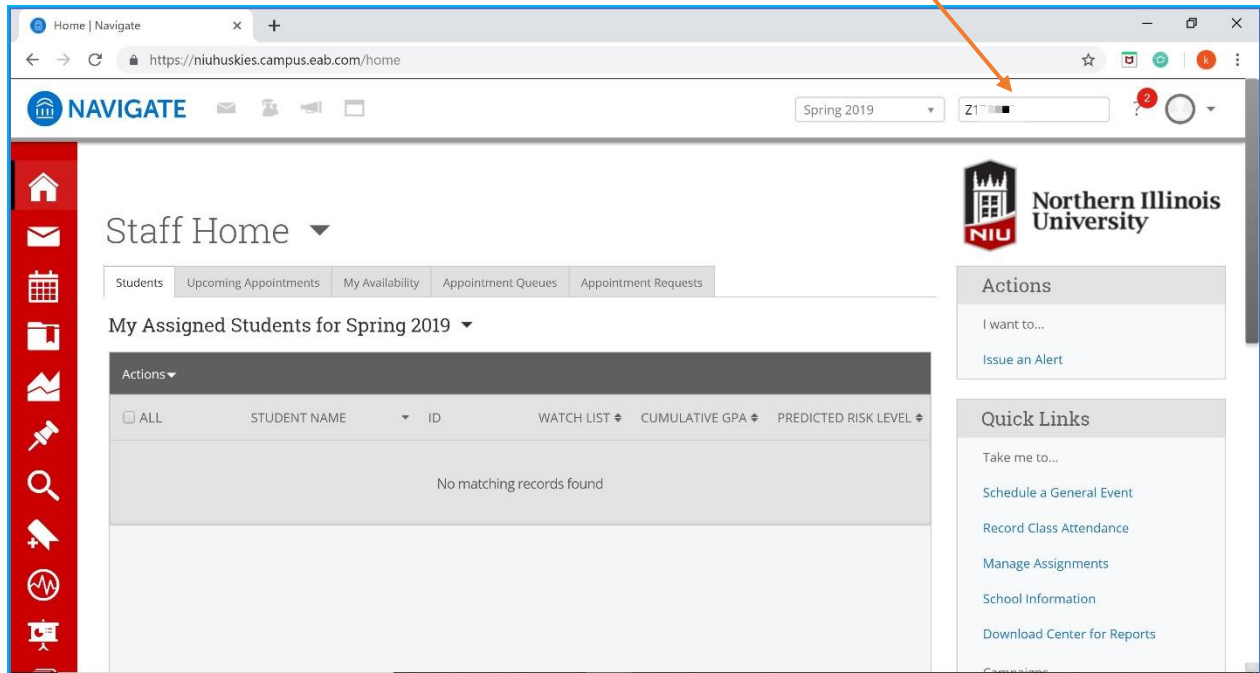


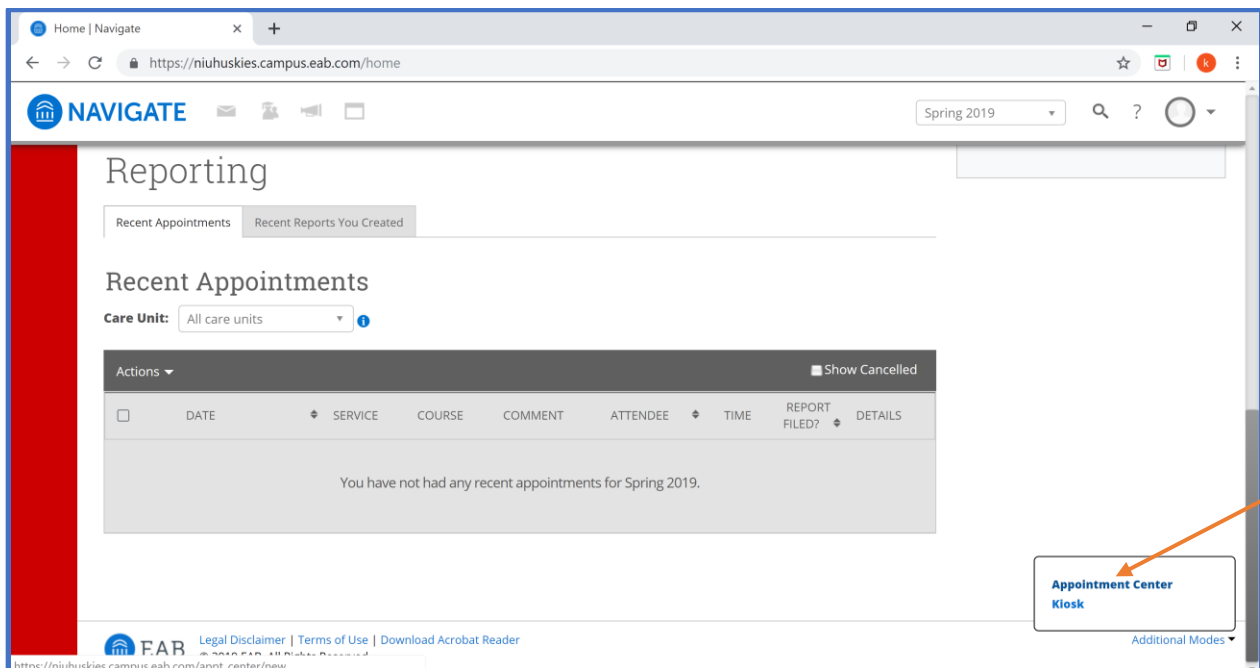


Creating an Appointment

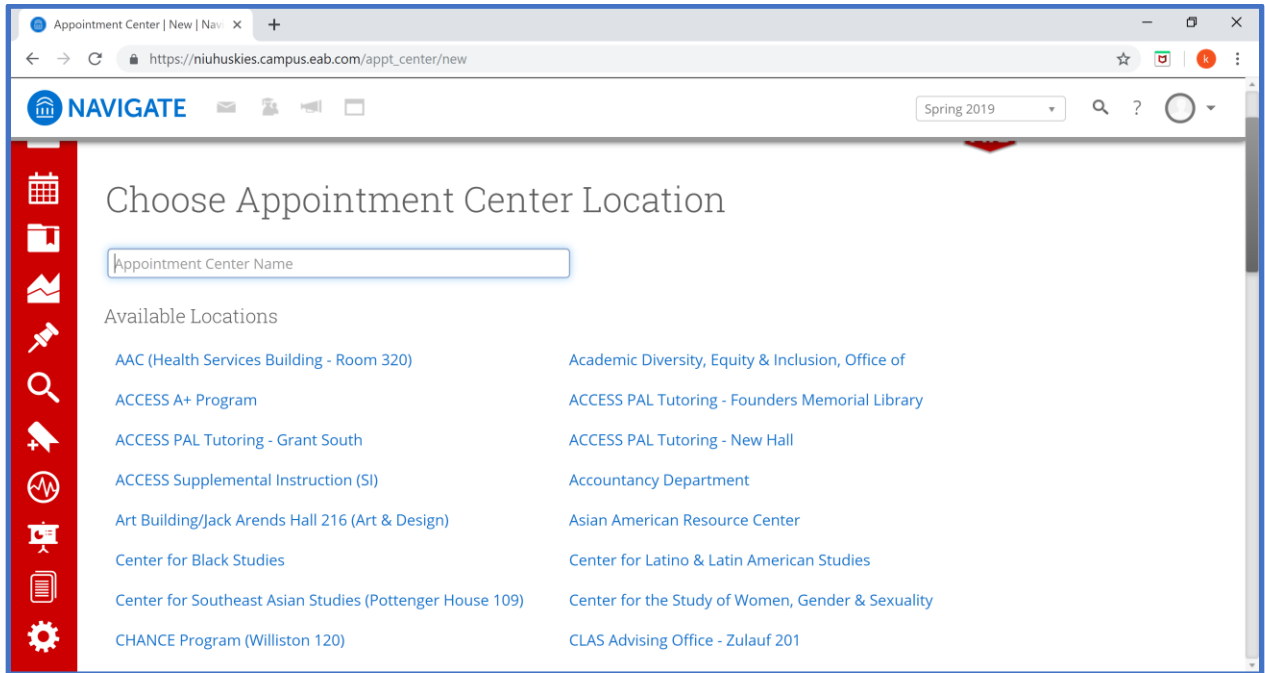
Search bar on the top right allows us to search any student, either by giving their First Name, Last Name or Z#ID



Click on **Appointment Center** option available in **Additional Modes** at the top right corner of bottom of page.

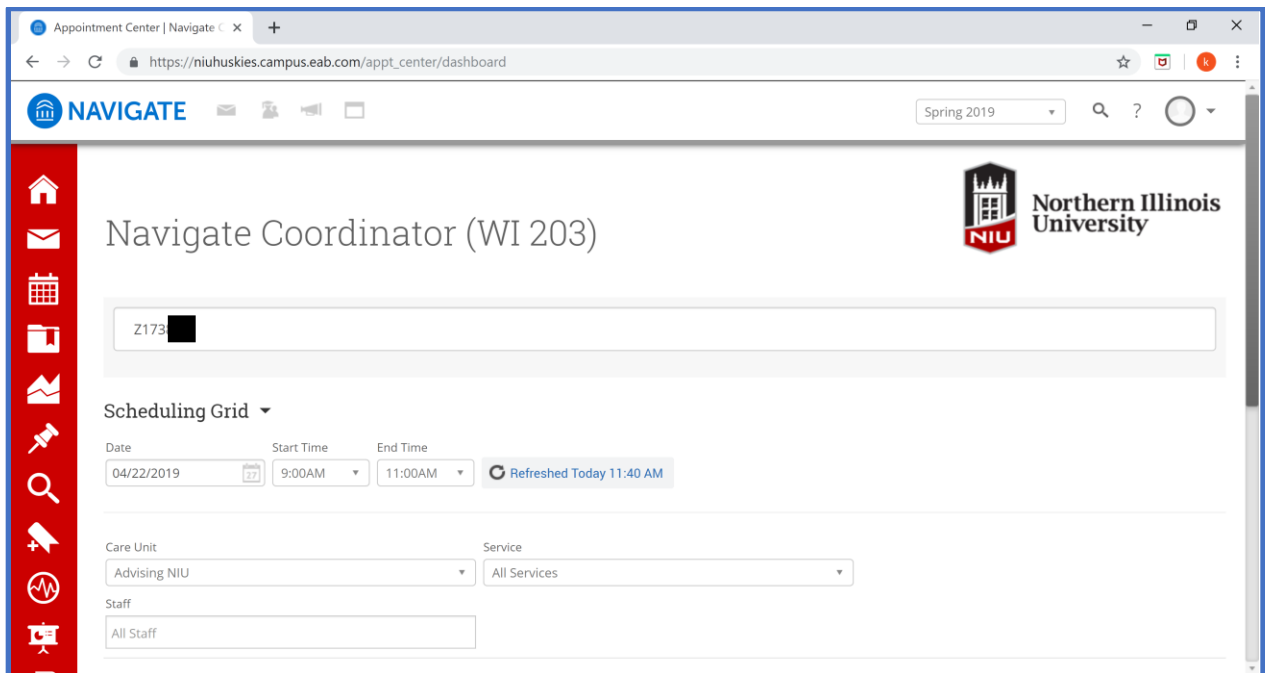


Following screen appears on selecting Appointment center, choose the relevant **Location (E.g. Navigate Coordinator)** on where exactly meeting or appointment has to happen.

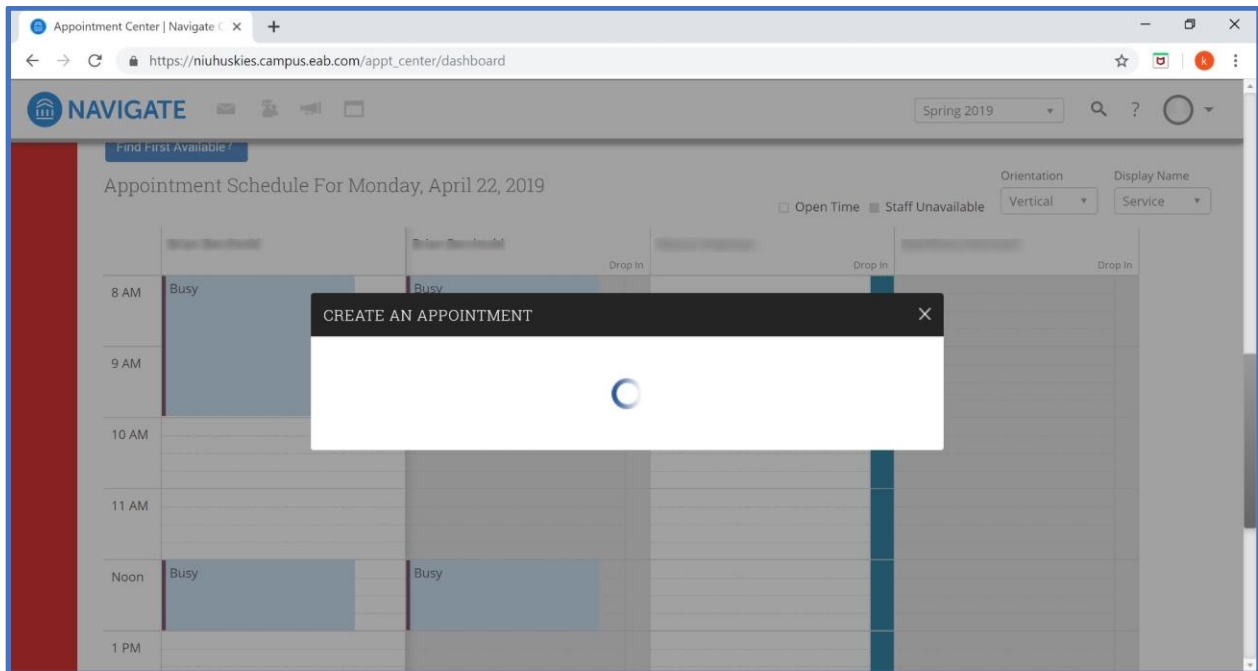


Upon choosing **Navigate Coordinator** location, following screen pops up, enter the **Student ZID** or **Name** with to schedule a meeting with them and provide meeting details in Scheduling Grid like **Date, Start** and **End Time**.

Choose **Care Unit (E.g. Advising NIU)** and **Service (E.g. All Services)** from available list of options by clicking on the arrow available at Care unit and Service fields.

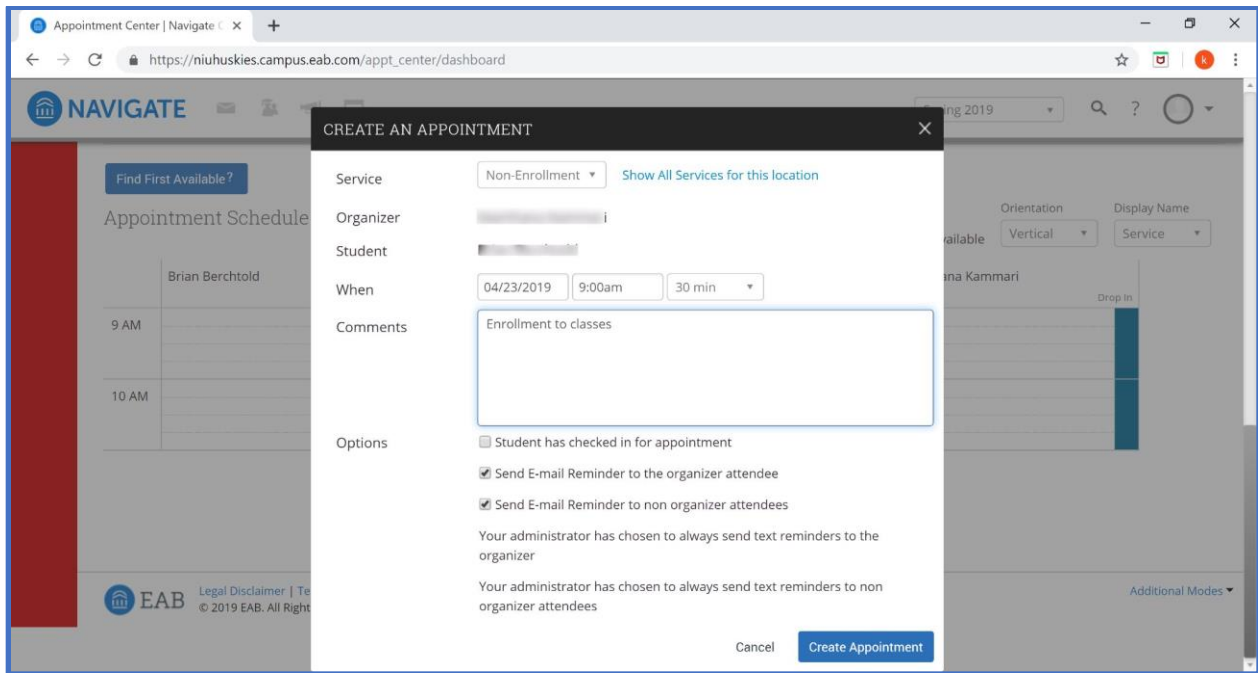


Scrolling down to the page, click on the available time slots from the calendar and click to choose a time which will open **Create Appointment** popup.

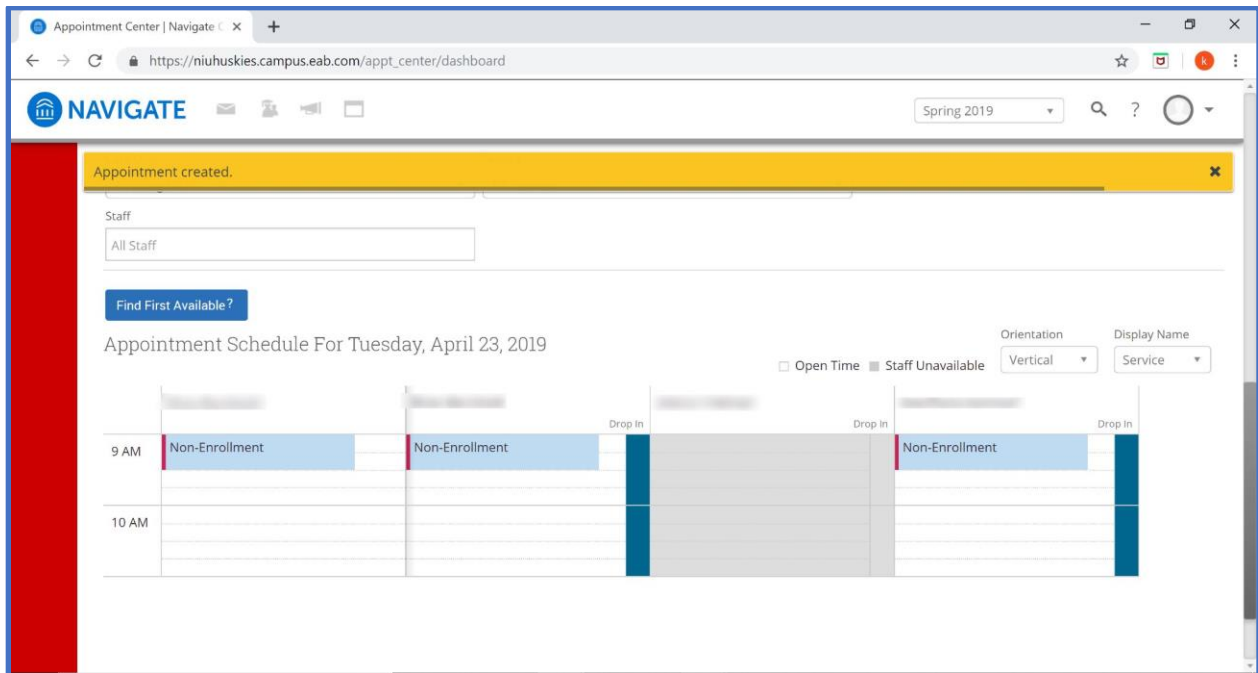


Provide the details of Appointment such as what kind of **Service (E.g. Non-Enrollment)** is required for the student, drop-in if there are any **Comments** that has to be communicated to Student.

Click on check boxes to enable notifications to both organizer and student and select **Create Appointment** button.



A successful creation of Appointment will be shown as a message on the screen.



Next, click on **Appointment Queue** to check if there are any appointments to be checked in.

Appointment Center | Navigate C x +
https://niuhuskies.campus.eab.com/appt_center/dashboard

NAVIGATE Spring 2019

Appointment Queue
You have no students in your queue.

Northern Illinois University

Navigate

Enter Student Name

Scheduling Grid

Date: 04/19/2019 Start Time: 8:00AM End Time: 5:00PM Refreshed Today 12:29 PM

Care Unit: Advising NIU Service: All Services

Staff: All Staff