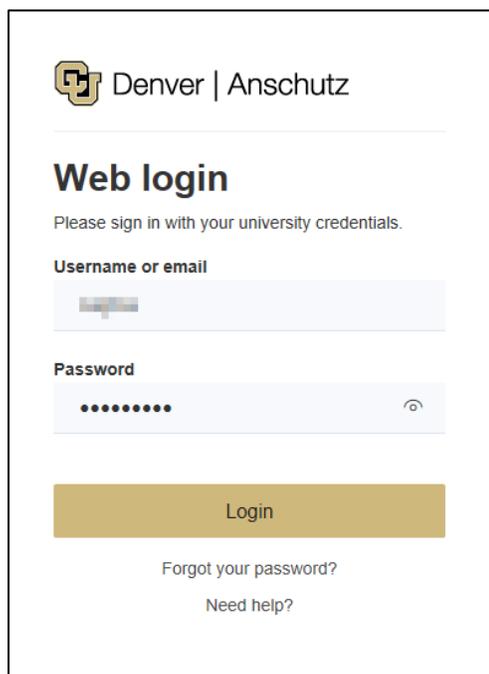


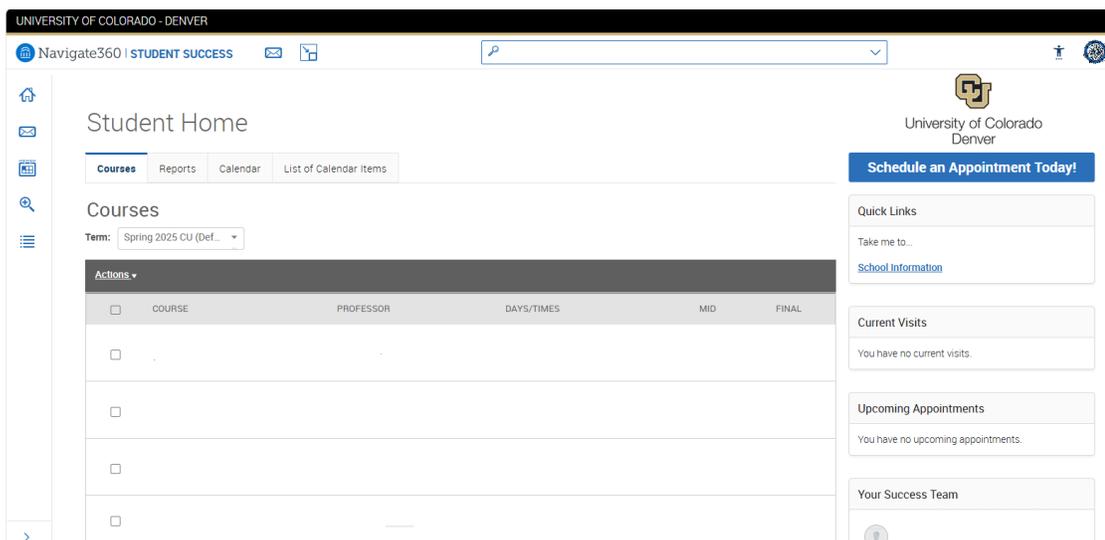
# How to Schedule Appointments in NAVIGATE:

- 1) To access NAVIGATE, login to [ucdenver.campus.eab.com](https://ucdenver.campus.eab.com).

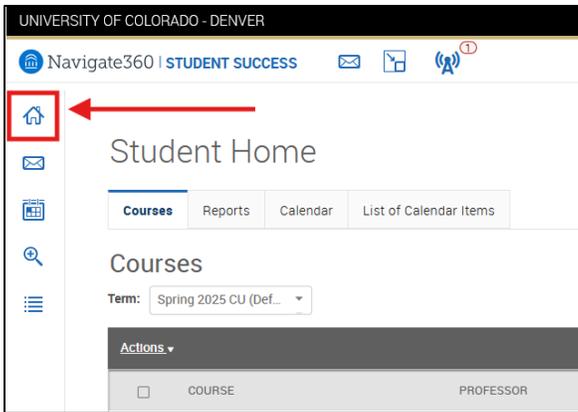
Login in with your ucdenver PassportID credentials.



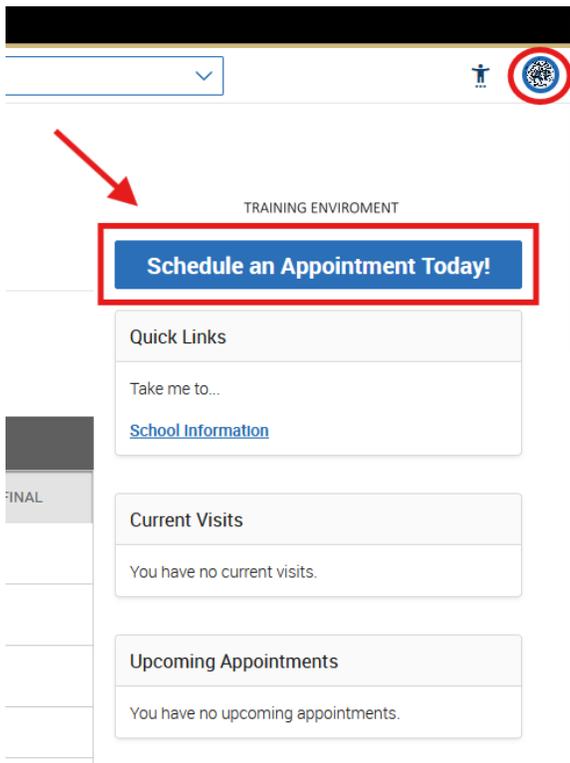
- 2) This is how your NAVIGATE home screen looks



- 3) Click on the Home button, which is located to the left of the home page, if you don't see your homepage similar to the above screen capture.



- 4) Click on “Schedule an Appointment Today!”, which is located to the right of your homepage. It will direct you to the scheduling page.



5) You should now be on the New Appointment Scheduling page. Click on the drop-down list and select **“Academic Advising”**.

**What type of appointment would you like to schedule? \***

6) From the **“Service”** drop-down menu, select the service(s) you hope to utilize during your appointment. Scroll down in the drop down to view all options.

7) Once you select your date, go ahead and press **“Find Available Time”** which will take you to the page below.



[Go Back](#) | [Dashboard](#)

### New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Student Success Coaching

Service

Student Success Coaching

Pick a Date

May	2025	<	29	>		
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

STUDENT SUCCESS COACHING

### Student Success



2 People

[View individual availabilities](#)

Tue, Jun 3rd

- 8:00 - 8:45 AM
- 8:45 - 9:30 AM
- 9:30 - 10:15 AM
- 10:15 - 11:00 AM
- 11:00 - 11:45 AM
- 11:45 - 12:30 PM
- 12:30 - 1:15 PM
- 1:15 - 2:00 PM
- 2:00 - 2:45 PM
- 2:45 - 3:30 PM
- 3:30 - 4:15 PM
- 4:15 - 5:00 PM

Wed, Jun 4th

- 10:00 - 10:45 AM
- 10:45 - 11:30 AM

Thu, Jun 5th

- 8:00 - 8:45 AM
- 8:45 - 9:30 AM
- 9:30 - 10:15 AM
- 10:00 - 10:45 AM
- 10:15 - 11:00 AM

8) On the left-hand side of the screen, you will find all filters to narrow down your search. Please verify that the date is correct, then scroll down.

# New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Student Success Coaching

Service

Student Success Coaching

Pick a Date ⓘ

May	▼	2025	▼	<	29	>
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	<b>29</b>	30	31



9) The left-hand side will now have four sections. Please select the appropriate options from each drop-down menu that best caters to your academic concerns.



**Staff**

**How would you like to meet?**

**Location**

**Course**

10) The previous step should have filtered the availability shown. Now that the page looks like this, please select the best available time for you.

[Go Back](#) | [Dashboard](#)

New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

May	2025	<	29	>
S	M	T	W	T
			1	2
			3	
4	5	6	7	8
9	10			
11	12	13	14	15
16	17			
18	19	20	21	22
23	24			
25	26	27	28	29
				30
				31

STUDENT SUCCESS COACHING STUDENT SUCCESS COACHING PHONE CALL STUDENT SUCCESS

AB Student Success

Tue, Jun 3rd

8:00 - 8:45 AM	8:45 - 9:30 AM	9:30 - 10:15 AM	10:15 - 11:00 AM	11:00 - 11:45 AM
11:45 - 12:30 PM	12:30 - 1:15 PM	1:15 - 2:00 PM	2:00 - 2:45 PM	2:45 - 3:30 PM
3:30 - 4:15 PM	4:15 - 5:00 PM			

Thu, Jun 5th

8:00 - 8:45 AM	8:45 - 9:30 AM	9:30 - 10:15 AM	10:15 - 11:00 AM	11:00 - 11:45 AM
11:45 - 12:30 PM	12:30 - 1:15 PM	1:15 - 2:00 PM	2:00 - 2:45 PM	2:45 - 3:30 PM
3:30 - 4:15 PM	4:15 - 5:00 PM			

Tue, Jun 10th

11) Review and confirm your appointment. **Important!** You can select your reminder preferences and add comments if there is anything specific you would like to discuss with your Advisor.



[Go Back | Dashboard](#)

### Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Student Success Coaching	<b>Service</b> Student Success Coaching
<b>Date</b> 06/03/2025	<b>Time</b> ⓘ 8:00 AM - 8:45 AM
<b>Location</b> Student Success	
<b>Staff</b> [Redacted]	
<b>Details</b> [Redacted]	

**How would you like to meet? \***  
Phone Call

**How would you like to meet? \***  
Phone Call

You are seeing the only meeting type available for this time slot.

**Would you like to share anything else?**  
Add your comments here

**Email Reminder**  
  
Reminder will be sent to allesandra.takaliuang@ucdenver.edu

**Text Message Reminder**

**Phone Number for Text Reminder**  
[Redacted]

**Schedule** ←