

# How to Schedule Appointments in NAVIGATE:

1) To access NAVIGATE, login to <u>ucdenver.campus.eab.com</u>.

Login in with your ucdenver PassportID credentials.

Denver   Ansch	utz
Web login	
Please sign in with your university	credentials.
Username or email	
hapter .	
Password	
•••••	0
Login	
Forgot your passwo	rd?

2) This is how your NAVIGATE home screen looks

UNIVERS	SITY OF COLORADO - DENVER						
🙆 Na	vigate360   STUDENT SUCCESS		٦		~	] 1	· 🛞
ቆ						G	
	Student Home					University of Colorado Denver	
	Courses Reports Calendar	List of Calendar Items			Sc	hedule an Appointment Toda	ay!
€	Courses				Quick	Links	
≣	Term: Spring 2025 CU (Def 👻				Take r	ne to	
	Actions.				Schoo	Information	
	COURSE	PROFESSOR	DAYS/TIMES	MID F	INAL	nt Visits	
	Ο.				You hi	ave no current visits.	
					Upco	ming Appointments	
					You hi	ave no upcoming appointments.	
					Your	Success Team	

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.





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向 Na	avigate360   Student Success 🖾 👾 <sup>①</sup>	~
☆ ₩ ₩	Co Back IDashboard          New Appointment         Below, you will find available options for scheduling an appointment. If you cannot find something that you         What can we help you find?         What type of appointment would you like to schedule? *	are looking for, try the other appointment options to see available options for dro Other Options <u>Meet With Your Success Team</u>
	Service *	
Wh A S	nat type of appointment would you like to schedule? *         .cademic Advising         Academic Advising         Student Success Coaching	× ^

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	( STUDENT SUCCESS COACHING) ( STUDENT SUCCESS COACHING)
What type of appointment would you like to schedule?	Student Success 🛈
Service	2 People
Student Success Coaching	View individual availabilities
ick a Date⊙	Tue, Jun 3rd
May 🗸 2025 🗸 < 🔁 >	8:00 - 8:45 AM 9:30 - 10:15 AM 10:15 - 11:00 AM 11:00 - 11:45 AM
S M T W T F S 1 2 3	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         4:15 - 5:00 PM         2:00 - 2:45 PM         2:45 - 3:30 PM
4 5 6 7 8 9 10	Wed, Jun 4th
1 12 13 14 15 16 17	10:00 - 10:45 AM 10:45 - 11:30 AM
18 19 20 21 22 23 24	Thu Jup 5th
25 26 27 28 29 30 31	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



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	
Search by name	~
How would you like to meet?	
Search by type	~
Location	
Search by name	$\sim$
Course	
Select course	$\sim$

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.

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	Nev	v Ap	ppc	ointr	mer	nt		
	All F	ilter	S				Start Ove	( STUDENT SUCCESS COACHING) ( STUDENT SUCCESS COACHING)
,	What ty Stude	vpe of nt Suc	appoi cess (	ntmen Coachii	t would	d you li	ke to schedule?	AB Student Success
:	Service	nt Suo	00000	Coachi	00			Tue, Jun 3rd
ļ	Pick a l	Date()	)	Jouchin	iig			845-930 AM 930-1015 AM 10:15-11:00 AM 11:00-11:45 AM
	Мау		•	2025	• <	29	>	1145-1230 PM 1230-1:15 PM 1:15-200 PM 200-2:45 PM 2:45-330 PM
	S	М	Т	W	Т	F	S	
					1	2	3	Thu, Jun 5th
	4	5	6	7	8	9	10	8.00-8:45 AM 845-9:30 AM 9:30-10:15 AM 10:15-11:00 AM 11:00-11:45 AM
	11	12	13	14	15	16	17	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
	18	19	20	21	22	23	24	330 - 415 PM 415 - 500 PM
	25	26	27	28	29	30	31	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

What type of appointment would you like to schedule?	Se
Student Success Coaching	Stu
Date	Tir
06/03/2025	8:0
Location	
Student Success	
Staff	
Details	
How would you like to meet? *	
How would you like to meet? *	
Phone Call	$\sim$
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	
Email Reminder	
Email Reminder	
Email Reminder Contemporation Contem	
Email Reminder Compared Provide Automatic Action of the sent to allesandra.takaliuang@ucdenver.edu Text Message Reminder Compared Provide Action of the sent of th	
Email Reminder  Comparison of the sent to allesandra.takaliuang@ucdenver.edu  Text Message Reminder  Phone Number for Text Reminder	

