## Steps to signing up for a virtual drop-in appointment in Navigate:

1. Click the Schedule an Appointment button from your home page in Navigate.

Student Home	UNT
Courses Reports Calendar	Schedule an Appointment
Courses	Quick Links
Term: 2022 Fall (Default Term) *	Take me to

2. From the New Appointment screen DO NOT click on View Drop-In Times or Request Appointment Time or Meet With Your Success Team. Instead, answer the questions on the right-hand side of the screen as shown below and keep today's date under Pick a Date:

New Appointment	
What can we help you find?	Other Options
Starting Monday, August 22 and going through Friday, September 2, most advising offices will be hosting drop-in hours. To view the Drop-In Schedule, click <i>View Drop-In Times</i> or you can also check out your college advising <u>website</u> . If you are still having problems finding a way to speak with an advisor, <u>contact your advisin</u> Show more v	s <u>View Drop-In Times</u> Request Appointment Nime
*Choose the appointment type that you want to schedule.	Meet With Your Success Team
*Service (scroll for all options) General Advising ×	
Pick a Date O Tuesday, August 23rd 2022	

3. Click the Find Available Time button:

Pick a Date 🕕	
Tuesday, August 23rd 2022	$\sim$
Find Available Time	

4. Select your preferred time from the list of options. An email will be sent you confirming the time and providing you with the Zoom link.