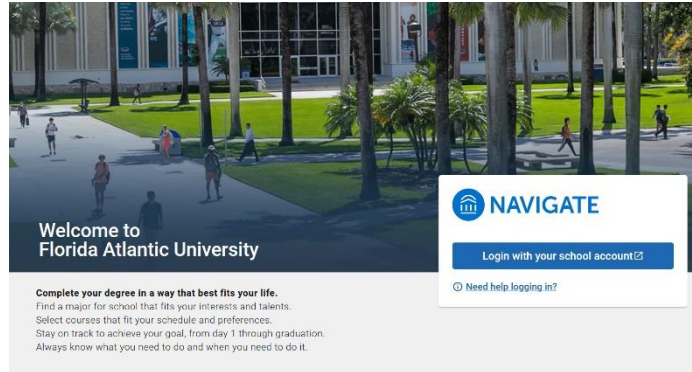


Schedule Your Appointment

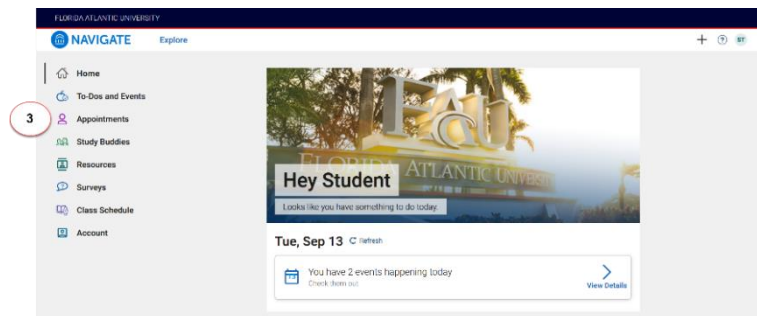
1. Download the Navigate App

- [Apple App Store](#)
- [Google Play Store](#)

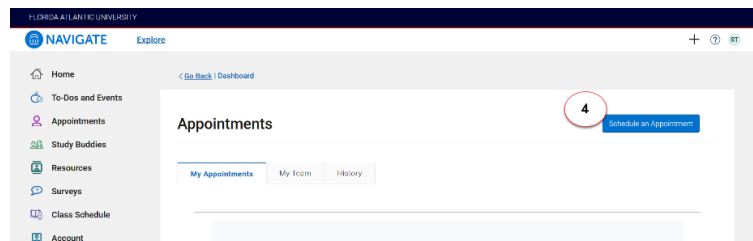


2. Sign in

3. Click **Appointments**

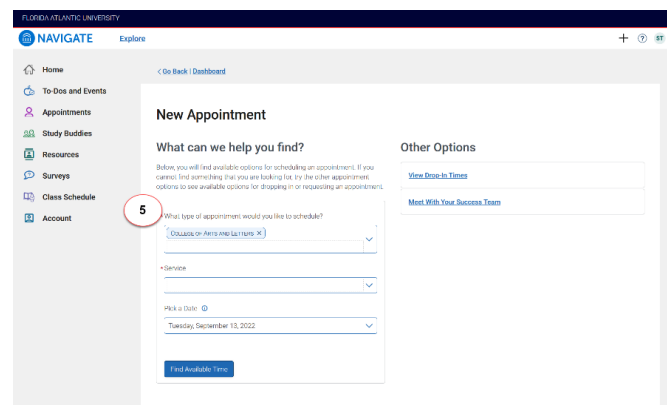


4. Click **Schedule an Appointment**

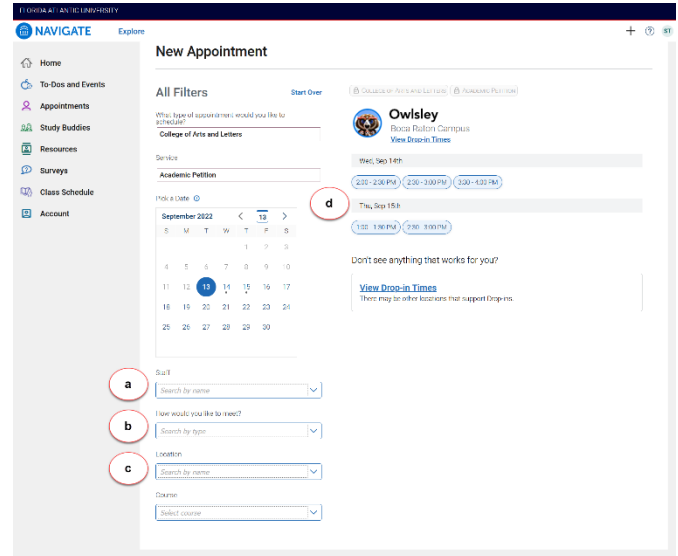


5. On the New Appointment screen

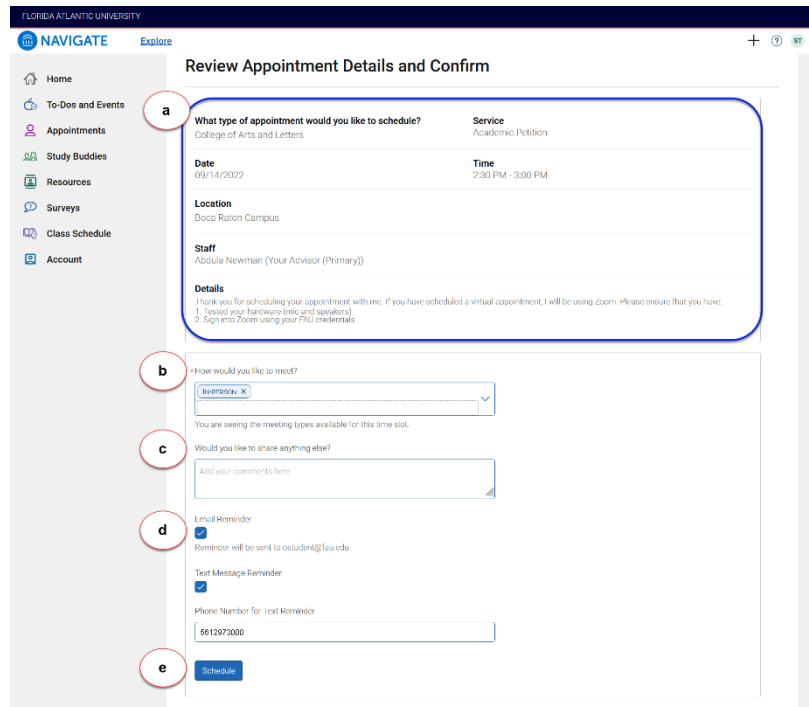
- Select the **Office** (University Advising Services, College of Science Advising, etc.)
- Select the **Service**
- Select a **Date**



6. Apply relevant filters
 - a. Select the **Staff** (do you want to meet with your primary advisor, someone else, or leave blank for any available member of staff)
 - b. Select **How you would like to meet** (in-person, virtually, email, phone, etc.)
 - c. Select the **Location** (Boca, Davie, Fort Lauderdale, or Jupiter)
 - d. Select the **Time** for the meeting



7. Review and add any details
 - a. **Review** the appointment date, time, location, etc.
 - b. **Verify** how you would like to meet
 - c. **Add** any details that may help the advisor
 - d. **Choose** how you would like to receive your reminder (email or text message)
 - e. Click **Schedule**



8. To Cancel an Appointment
 - a. Click **Appointments**
 - b. Click the **My Appointments** tab
 - c. Click the Appointment
 - d. Click **Cancel**