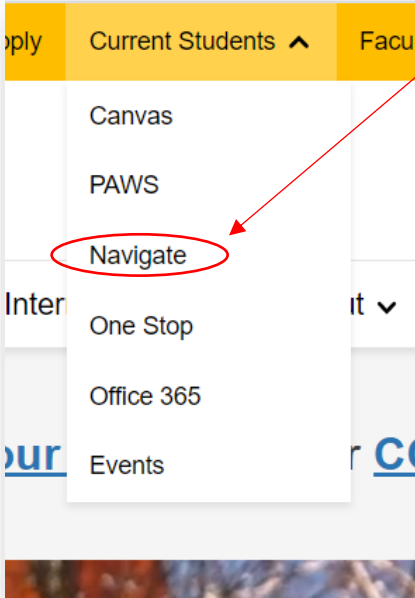


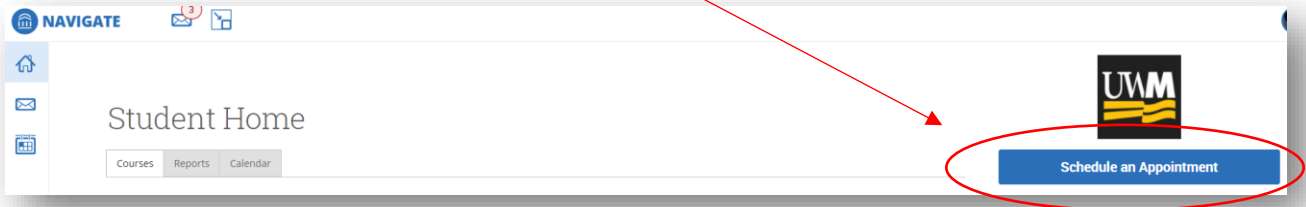
How-To Check in for Drop-In Advising in Navigate

To check in for virtual drop-in coaching/advising with an RHC Multicultural Student Success Coordinator, first go to uwm.edu

On the **Current Students** tab at the top, select **Navigate**. (You can also download the Navigate app to your mobile device).



Log into Navigate and click on the blue **Schedule an Appointment** button. The log-in information is the same username and password that you use for PAWS.



Next, you will select the **View Drop-In Times** option.

The screenshot shows the 'New Appointment' page. On the left, there are navigation icons for home, email, and calendar. Below them is a 'Go Back | Dashboard' link. The main heading is 'New Appointment'. Underneath is a section titled 'What can we help you find?' with a subtext: 'Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.' There are three dropdown menus: '*What type of appointment would you like to schedule?', '*Service', and 'Pick a Date' (set to 'Tuesday, February 8th 2022'). On the right, under the heading 'Other Options', there are two buttons: 'View Drop-In Times' (circled in red) and 'Meet With Your Success Team'. A red arrow points to the 'View Drop-In Times' button.

Next, click the **Find Available Time** button.

The screenshot shows the 'View Drop-In Times' page. At the top left is the 'NAVIGATE' logo. Below it are navigation icons for home, email (with a '3' notification), and calendar. A 'Go Back | Dashboard' link is present. The main heading is 'View Drop-In Times'. Underneath is a section titled 'What can we help you find?' with a subtext: 'Below, you will find available options for dropping in for an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for scheduling or requesting an appointment.' There are two dropdown menus: '*What type of appointment would you like to schedule?' (set to 'Coaching') and '*Service' (set to 'Multicultural Support'). At the bottom of the form is a blue button labeled 'Find Available Time', which is circled in red. A red arrow points to this button. On the right, under the heading 'Other Options', there are two buttons: 'Schedule an Appointment' and 'Meet With Your Success Team'.

Now, click on **Roberto Hernandez Center**.

The screenshot shows the 'View Drop-In Times' interface. On the left, there are filter sections for 'All Filters', 'What type of appointment would you like to schedule?' (with 'Coaching' selected), 'Service' (with 'Multicultural Support' selected), 'Staff' (with a search box), and 'Location' (with a search box). On the right, there are buttons for 'Coaching' and 'Multicultural Support'. Below these, the text 'Roberto Hernandez Center' is highlighted with a red circle, and an arrow points to it from the right. Underneath, it says 'Bolton Hall 183 (414) 229-6156'. Further down, there is a section titled 'Don't see anything that works for you?' with a button 'Schedule an Appointment' and a note: 'There may be other locations that support scheduling Appointments.'

Lastly, click on **“Check-in with first available”** which will automatically check you in to speak to your MSSC.

The screenshot shows the 'View Drop-In Times' interface with the 'Roberto Hernandez Center' selected in the location filter. The filter buttons for 'Coaching' and 'Multicultural Support' are visible. The 'Roberto Hernandez Center' is selected in the location filter, and the text 'Roberto Hernandez Center' is also visible in a tag above the main content. The main content area shows the center name 'Roberto Hernandez Center' and the address 'Bolton Hall 183 (414) 229-6156'. Below this, a button 'Check-in with first available' is highlighted with a red circle, and an arrow points to it from the right. Underneath, there is a section for 'Monica Olague' (Your Multicultural Student Success Coordinator) with two meeting slots: 'Wednesday 9:00 AM - 11:00 AM Meeting Types: In-Person Bolton 183' and 'Wednesday 9:00 AM - 11:00 AM Meeting Types: Zoom'.

You are now **Checked In!** Your RHC MSSC will connect with you on **Microsoft Teams**. Be sure to be available in Teams.

