Virtual Drop-In Instructions

Below are the steps to sign-up with your advisor for a Virtual Drop-In:

1. Sign into Navigate (utilize the same log on information that you do for PAWS): https://uwmilwaukee.campus.eab.com/
2. Click the blue button that says “Schedule an Appointment”

3. On the next screen you will be asked three prompts
   a. What type of appointment would you like to schedule?
      i. Select: Advising
   b. To help you find a time, please tell us why you’d like to see someone:
      ii. Select: Academic Advising
   c. For the final prompt, select Phone Appointment, then click the blue Next button

4. For What location do you prefer, you will need to select Helen Bader School of Social Welfare

5. The next screen will show the traditional appointment screen with advisor availability and below that you will see a gold bar that says “View the times you can see a staff member without an appointment, and click “View Drop in Times”

6. Next to “First Available Staff”, click the blue “Drop In-Online” button to add into the Drop-In queue

7. Once you have reached the front of the queue, your advisor will contact you through the phone number listed on your PAWS account within 60 minutes.