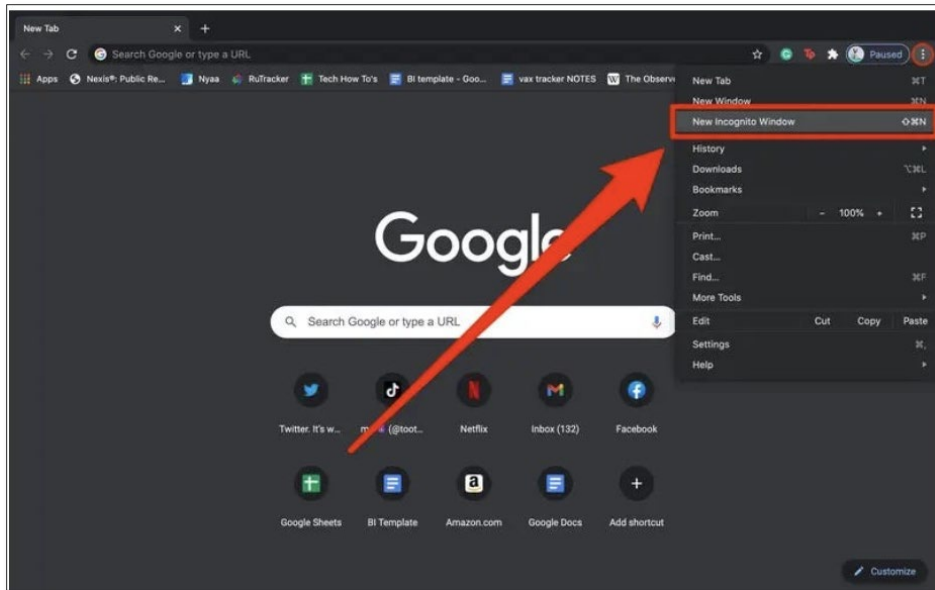


How to Log into a Shared Unit Account

A shared unit account is intended to enhance administrative support, typically through the front desk team and other authorized employees. A shared unit account can schedule advising/coaching appointments and set up a Kiosk (see pg2).

1. To log in to a shared unit account, open a new private or incognito window and go to this specific URL link: https://uwmilwaukee.campus.eab.com/login?prevent_redirect=true

Opening a private browser allows for the user to have dual access to their personal UWM accounts and the shared unit account without getting logged out of either one.



2. Log into the shared unit account using the username and password created by your supervisor or the Navigate Leadership Team. This login process should **not** require single sign-on (SSO) authentication.

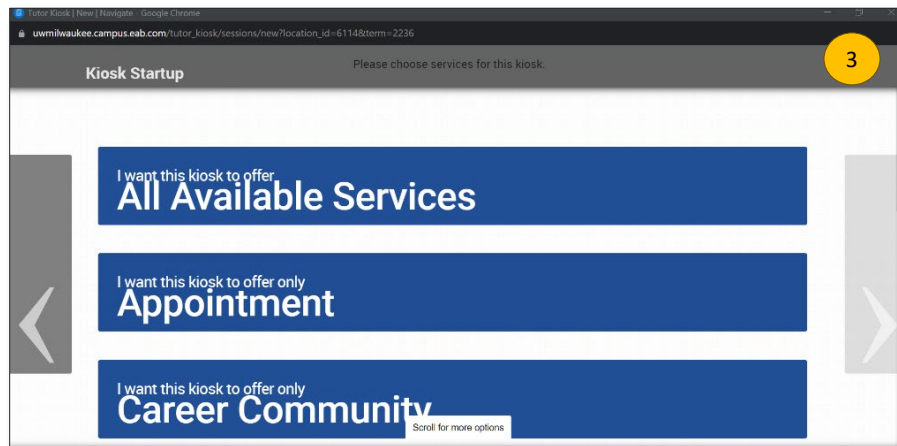
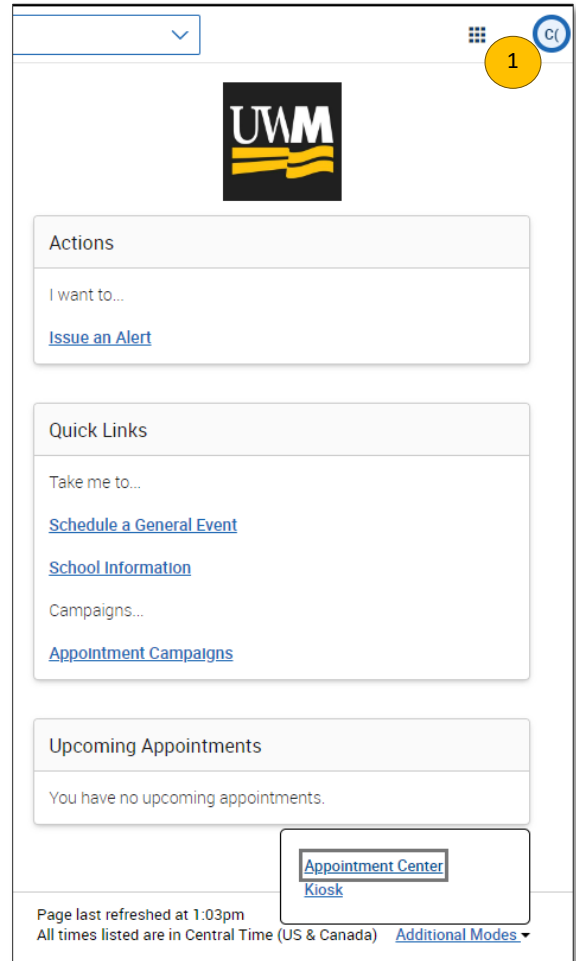
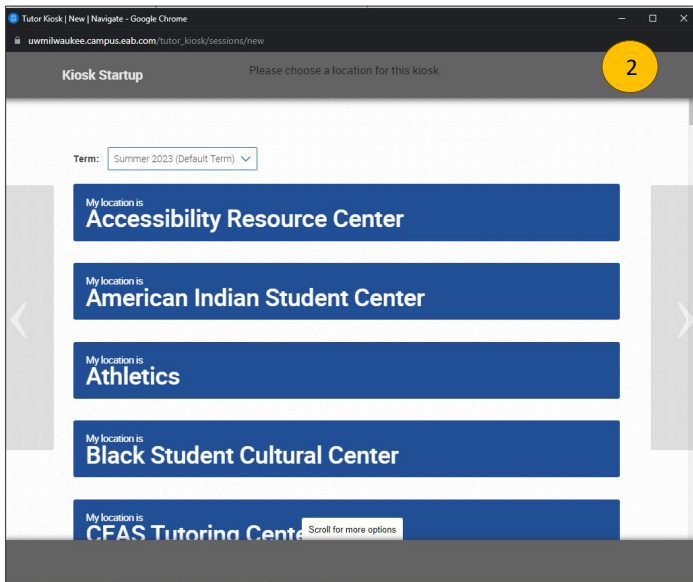
IMPORTANT: To protect your unit's Navigate account, shared logins and passwords should only be used by Navigate staff members and authorized employees. Passwords will be updated on an annual basis by the Navigate Leadership Team.

A screenshot of the Navigate login page. At the top, there is a blue circular logo with a white building icon and the word 'NAVIGATE' in blue capital letters. Below the logo, there are two input fields: 'User Name:' and 'Password:'. Below the 'User Name' field is a white text input box. Below the 'Password' field is a white password input box. At the bottom left, there is a blue 'Log in' button. To the right of the button is a blue link that says 'Forgot your password?'. The background is a light gray gradient.

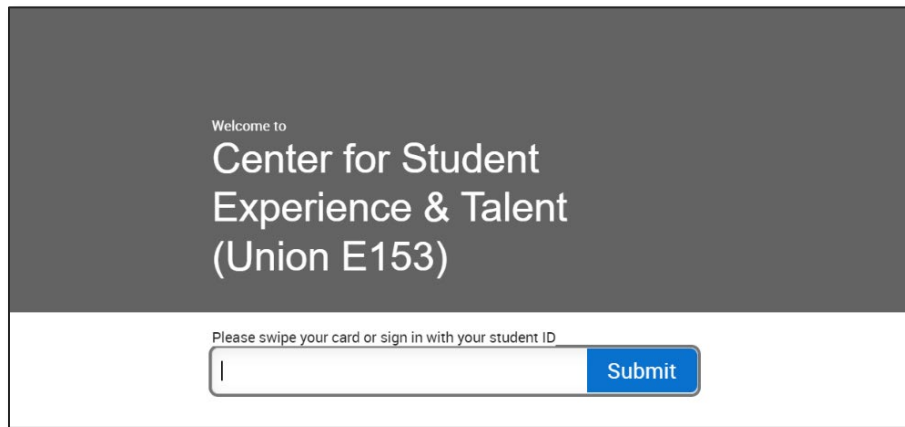
How to Log into a Kiosk

The Kiosk enables front desk or self-service check-in for scheduled appointments, drop-in visits, and other activities per Location. Kiosks are a way to record student visits and can be functional on any laptop or desktop with USB functionality through Navigate staff accounts or shared unit accounts.

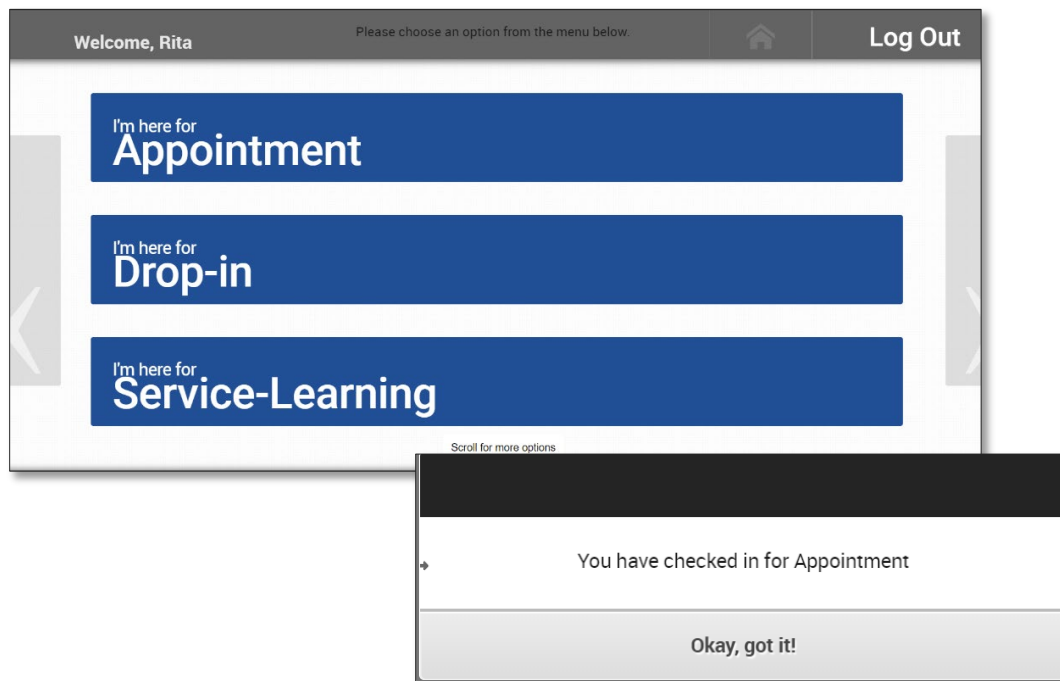
1. To open a kiosk, log into a staff or shared unit account, scroll down and select **Additional Modes** in the bottom righthand corner. Then select **Kiosk**, which will prompt another window to open. Close any other open windows to prevent any unauthorized data being viewed by students.
2. Scroll through the Kiosk Startup options to **choose a location**.
3. In the next window, you have the option to set up the kiosk to offer **All Available Services** OR one specific type of service from the list. Active services that are displayed in this list are based on each Location.



4. After choosing the preferred Service(s), the browser will automatically open the page where students will be checked in through the physical swiper or by entering a student's 9-digit student ID number. Please note that Navigate only currently serves undergraduate students and will not recognize staff or graduate student ID numbers.



5. After swiping a student's card or entering their 9-digit ID number, the kiosk user will see menu options to indicate the specific visit reason and then confirmation that the student has been checked in.



6. Finally, after each student check-in, the kiosk will automatically return to the option to swipe in more student visitors.

Related Articles

- [Kiosks](#)

To access the [Navigate Help Center articles](#), you must first go into *Navigate > Help > Help Center* and keep the Help Center opened in a tab.