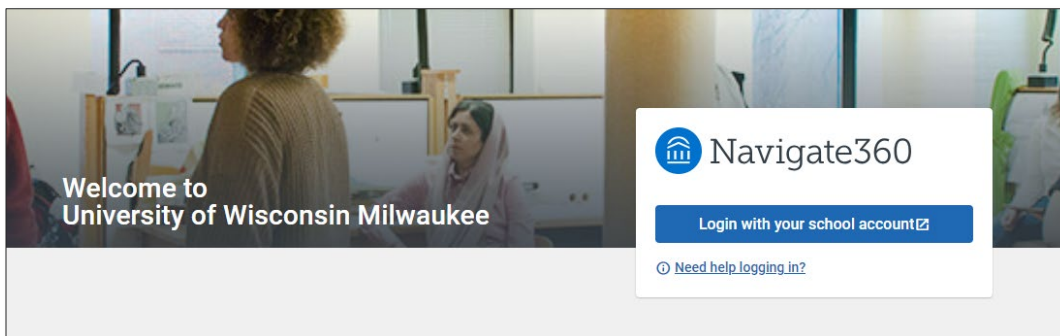


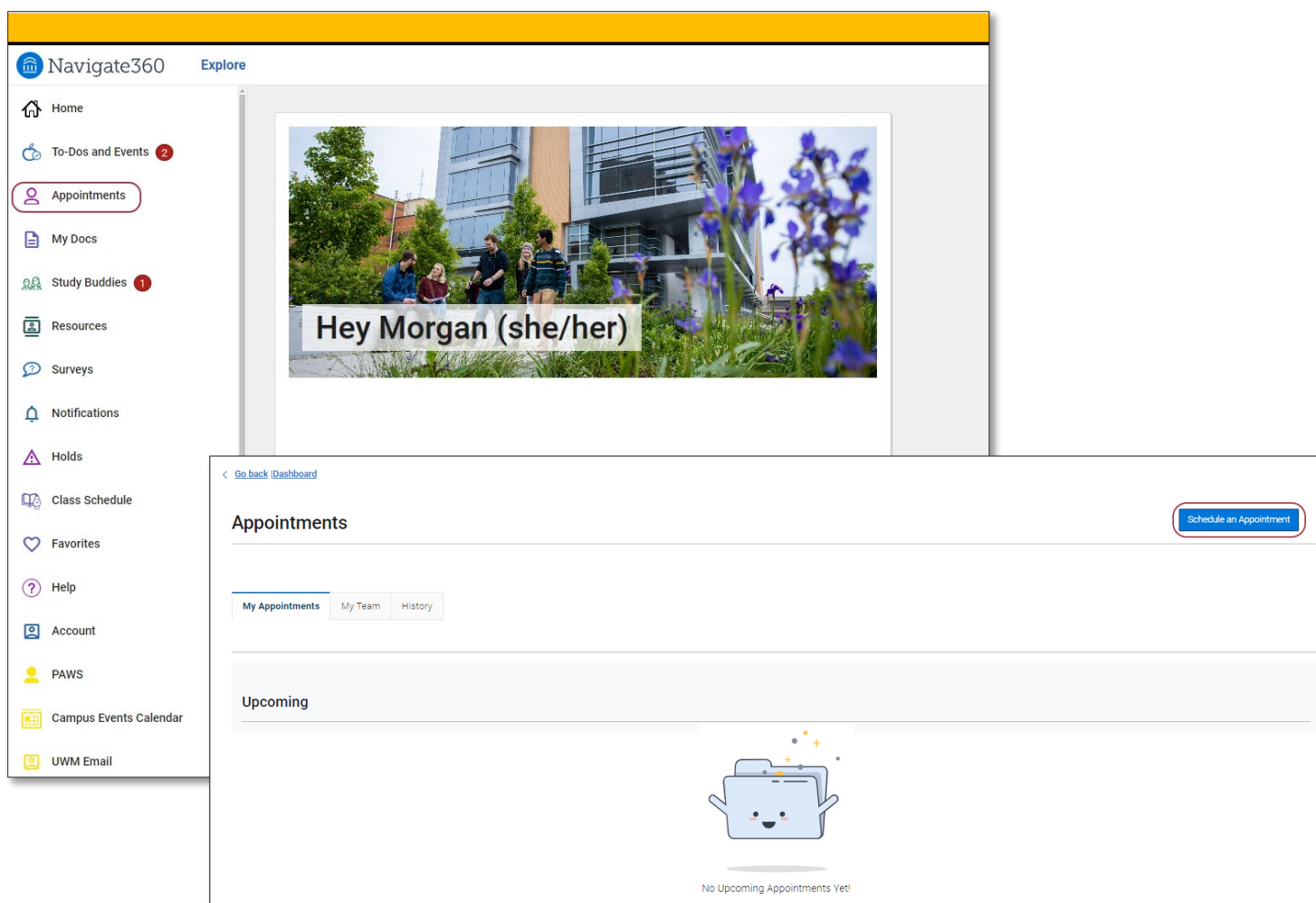
HOW TO SCHEDULE AN APPOINTMENT IN NAVIGATE360 STUDENT (STANDARD)



First, go to <https://uwm.navigate.eab.com/>. You can also download the Navigate360 Student mobile app and search for University of Wisconsin – Milwaukee. Log in using your ePanther login.

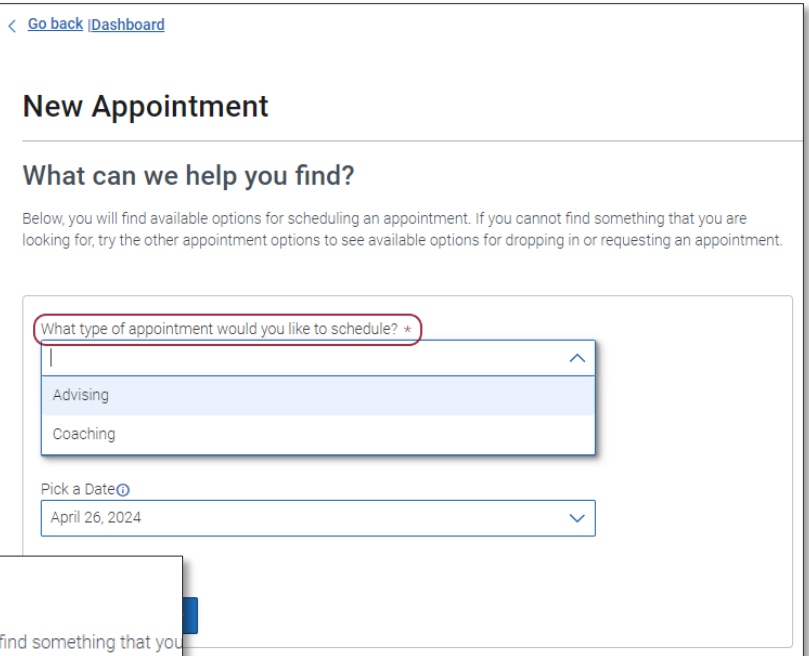
From the desktop homepage, select **Appointments** from the options listed on the left-hand side of the page.

Then click the blue **Schedule an Appointment** button on the right-hand side to configure your appointment.



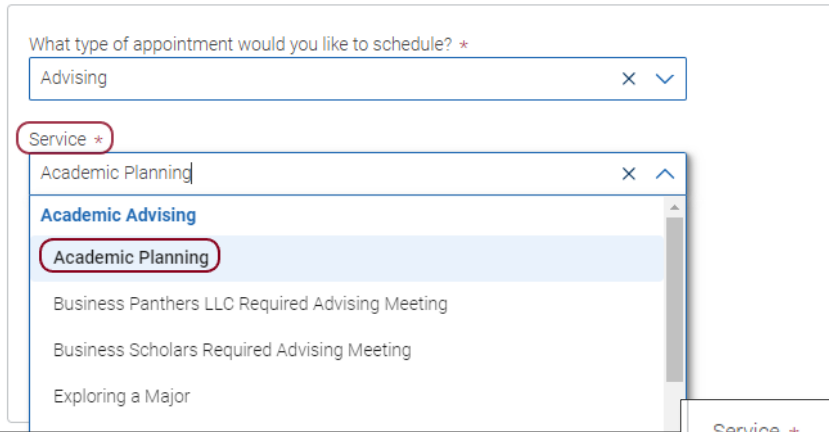
On the **New Appointment** page, start by selecting an appointment type from the drop-down options.

Example: Advising



What can we help you find?

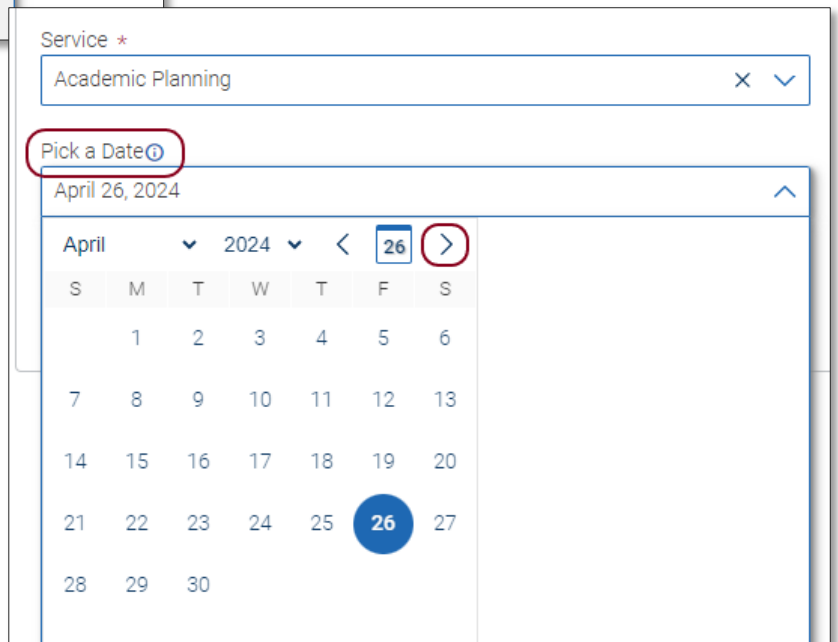
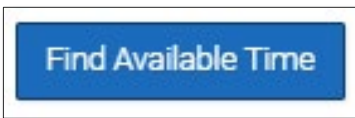
Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an app



Then, under the **Service** options, scroll down to select your appointment topic and what you will be discussing with your advisor or coach.

Example: Academic Planning

By default, today's day will be displayed under **Pick a Date**. Feel free to pick a specific date or you can move forward and click the blue **Find Available Time** button.



The next page will have added elements and more options to filter your appointment search.

Toggle the **How would you like to meet?** drop-down option first to ensure that the available appointment displayed are filtered by how you'd like to meet with your advisor or coach.

Example: Phone

The screenshot shows the 'New Appointment' interface. On the left, under 'All Filters', there are three filter sections: 'What type of appointment would you like to schedule?' with 'Advising' selected, 'Service' with 'Academic Planning' selected, and 'Pick a Date' with a calendar for April 2024. The date '26' is highlighted, and the right arrow is circled. Below the calendar is a 'Staff' search box with 'Search by name' and a dropdown arrow. At the bottom, the 'How would you like to meet?' dropdown is open, showing options: 'In-Person', 'Microsoft Teams', and 'Phone'. The 'Phone' option is selected. On the right, the profile for 'Mary Moore-Geissler (she/her)' is shown, including her contact information and a list of appointment slots for various dates from Thursday, May 9th to Wednesday, May 22nd. Each date has one or more time slots available, such as 9:30 - 10:00 AM and 1:30 - 2:00 PM.

Other Things to Consider:

- **If you have more than one assigned advisor or coach**, you may see more than one staff member displayed on this page.
- **To see more dates farther into the future**, select a date on the calendar or use the arrows to move to the next month.
- You can refresh your search at any time by clicking **Start Over**.

Once you select your preferred date and time, you will automatically be taken to the **Review Appointment Details and Confirm** page.

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Advising	Service Academic Planning
Date 05/09/2024	Time 9:30 AM - 10:00 AM
Location Lubar College of Business Lubar College of Business In-person location: Lubar Hall N297 uwmbba@uwm.edu (414) 229-5271	
Staff Mary Moore-Geissler (she/her) (Your Advisor)	
Details Thank you for scheduling an advising phone appointment. I will call you at the scheduled date and time and at the preferred number listed in PAWS. If possible, please be by a computer so we can walk through your degree requirements. <i>Please</i> come prepared for your appointment <ul style="list-style-type: none">• Familiarize yourself with your degree requirements by reviewing our major and certificate checklists. https://uwm.edu/business-undergrad-advising/undergraduate-advising/program-plans/• Write your questions down in advance, know your goals for the meeting and have something with you to take notes.• Be willing to collaborate with your advisor with a positive attitude and open mind, and understand you are responsible for your education. Self-advocating and communicating your needs to your advisor will be essential for academic success. I look forward to connecting with you! Thanks, Mary Moore-Geissler	

How would you like to meet? *

Phone

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

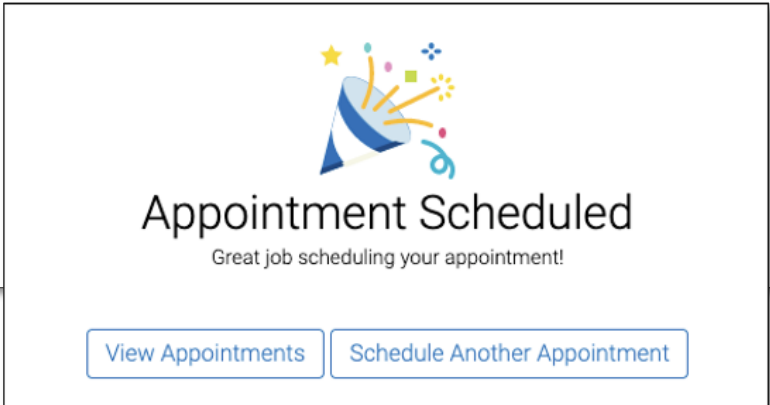
Email Reminder

Reminder will be sent to: @uwm.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule



Appointment Scheduled
Great job scheduling your appointment!

[View Appointments](#) [Schedule Another Appointment](#)

Optional:

- Include a comment in the **Would you like to share anything else?** text box if you would like your advisor or coach to know something related to your appointment.

Example: "I'm coming after my class, might be a few minutes late to my appointment."

Finally, click the blue **Schedule** button to receive a confirmation message for your appointment.