
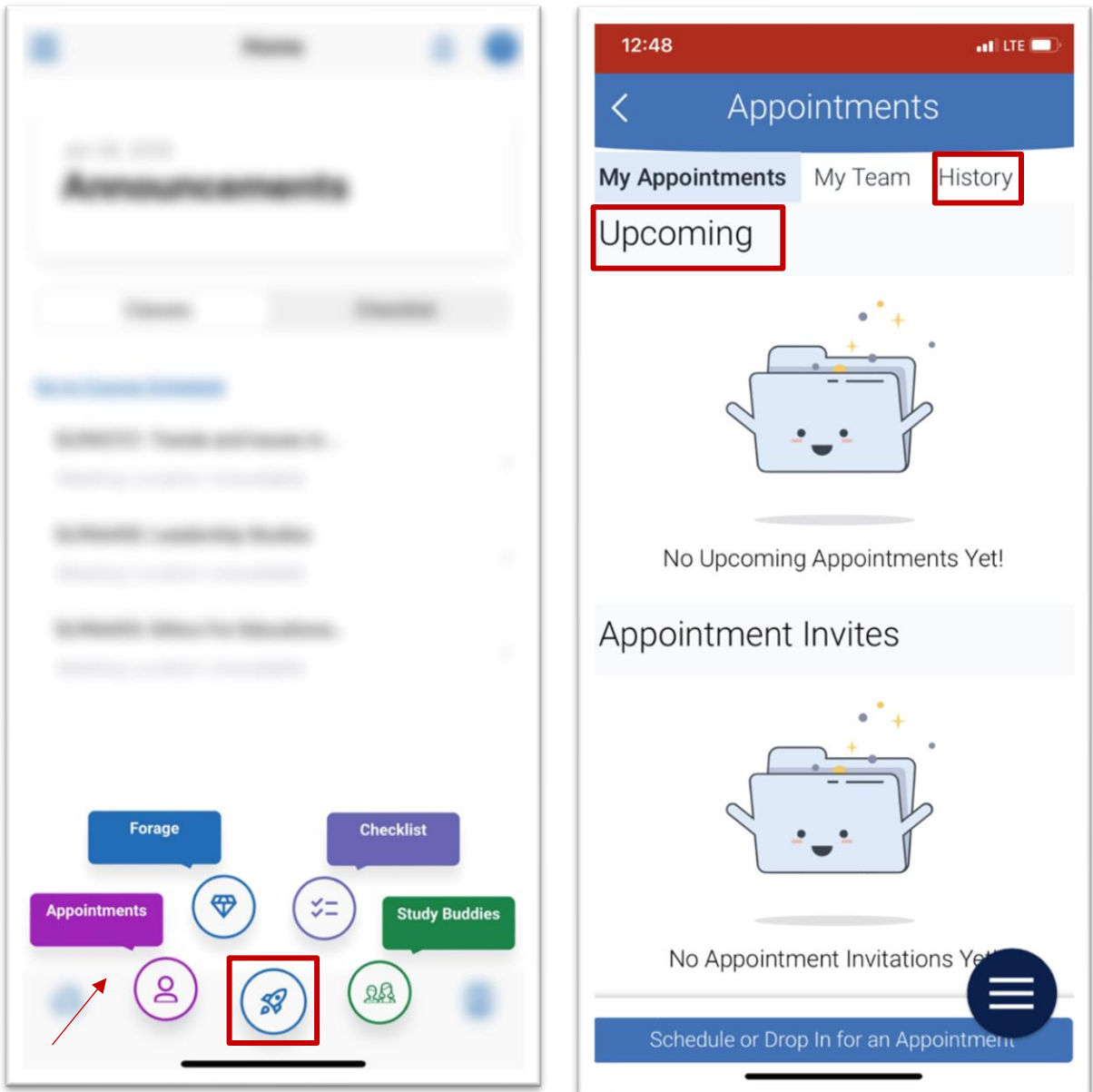


# SmartGuidance Navigate360: Appointments

*Schedule appointments through the Appointments tab of the Navigate360 Student mobile app*

## 1. Access Appointments

- Download the Navigate Student app in your app store
- Log-in using your ETSU username (without the @etsu.edu) and password used for GoldLink
- Click the Launch icon  and select the [Appointments](#) icon
- After opening the [Appointments](#) tab, see upcoming appointments and appointment requests in the [Upcoming](#) panel. View past appointments by choosing the [History](#) tab.



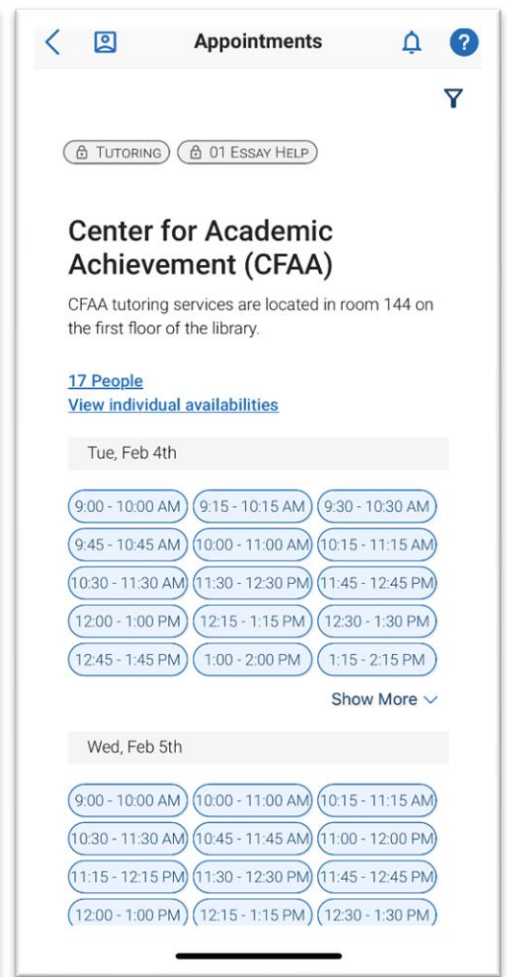
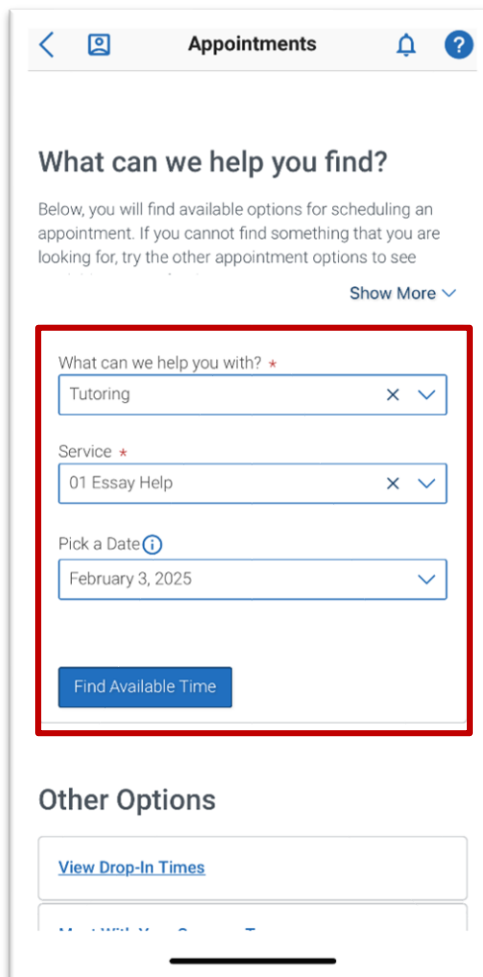
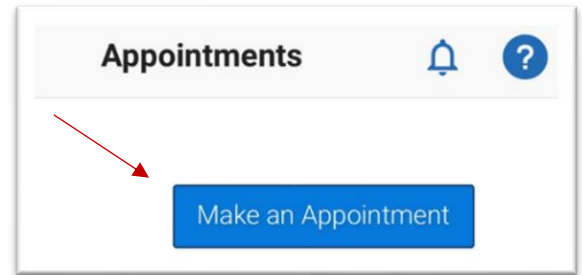
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### 2. Making an Appointment

- Click *Make an Appointment*
- Choose the *Care Unit, Service, and Date*
- Click *Find Available Time*



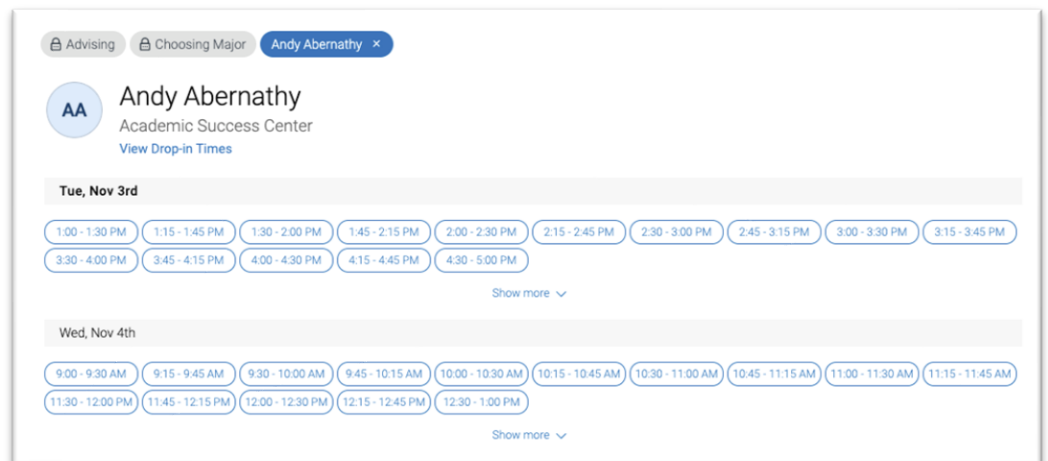
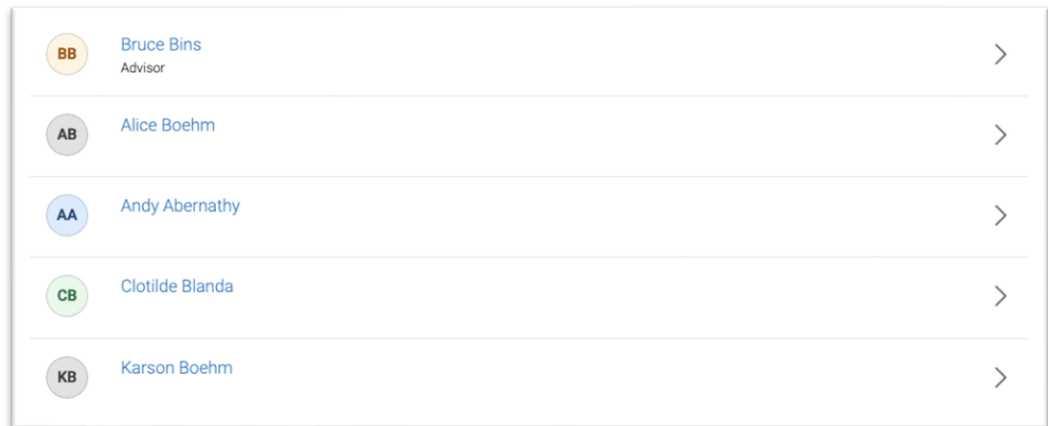
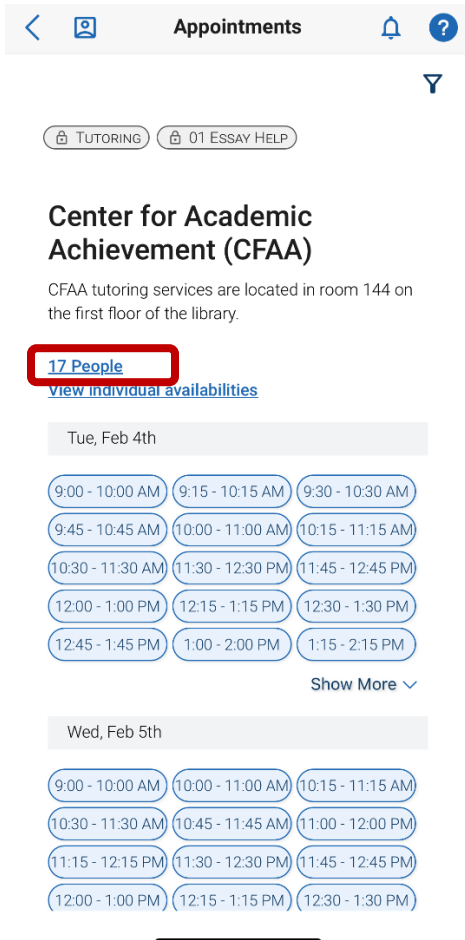
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### 3. Selecting a Staff Member

- Select one of the time slots from the list. If a certain staff member is wanted, select **# People** to open a list of staff members.
- The appointment list shows only time slots that the staff member has available



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### 4. Reviewing Appointment Details

- After choosing a time slot, enter a comment and choose email or text reminders. Once all the options are set click [Schedule](#).
- A success message will appear as well as the option to [View Appointments](#) or [Schedule Another Appointment](#).

