

# Scheduling an Appointment with Student App



**NAVIGATE**

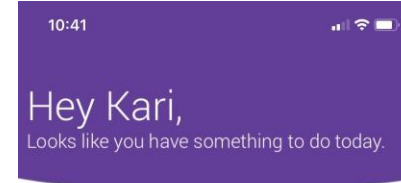


University of Wisconsin  
**Stevens Point**

# Appointment Scheduling

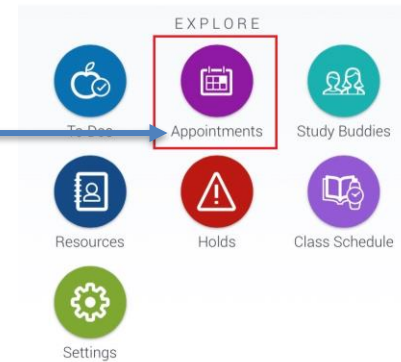
Students can make appointments with anyone in their Success Network, but **only if** that faculty/staff member has set up availability.

To start, from the home screen of the Navigate app, select the Appointments icon.



Thu, Mar 12 [Refresh](#)

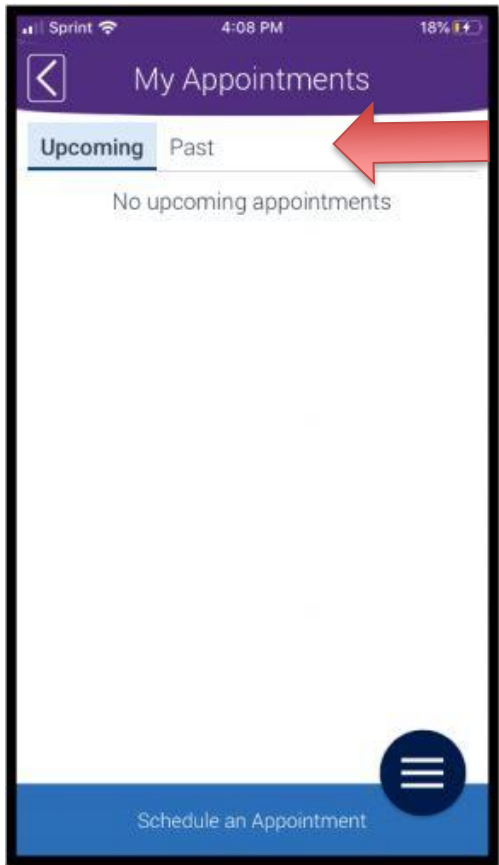
1 class today  
Next class: BUS750 at 4:00pm



# My Appointments



To create a new appointment,  
select "Schedule an Appointment"



Note: You can see any **upcoming** or **past appointments** you have made through the Navigate app.

If your adviser or another staff member has made an appointment with you through the Navigate platform, those appointments will also show on this screen



# Reason

Which department would you like to schedule an appointment with?

1. Hit *Select* to see what options are available to you through the app
2. \*Choose the department you need to schedule an appointment with
3. Select *Answer Next Question*

The screenshot shows the 'Reason' app interface. At the top, the time is 11:49 and the title is 'Appointment Scheduling'. Below the title, there are icons for 'Reason', a person, a calendar, and a checkmark. The main content area contains a question: 'Which department would you like to schedule an appointment with?' with a 'Select' button. Below this is a 'Back to Reason' link. The question is repeated, followed by four radio button options: 'Advising', 'Diversity and College Access (DCA)', 'Library Reference Desk', and 'Office of International Education'. At the bottom, there is a blue button labeled 'Answer Next Question' with a right arrow.



\*If you don't see the department you need to meet with, it means the department does not currently use Navigate for appointment scheduling.



# Reason

Depending on the appointment type you chose, you may need select a specific unit within the department or your campus.

After your selection, click *Answer Next Question*

# Reason

Choose from the following options and click Done for Reason.

Each department offers a variety of appointment types.

Select the appointment type that most closely matches your needs.

After your selection, select *Done for Reason*



1

2

# Location and Staff

## Review your selections.

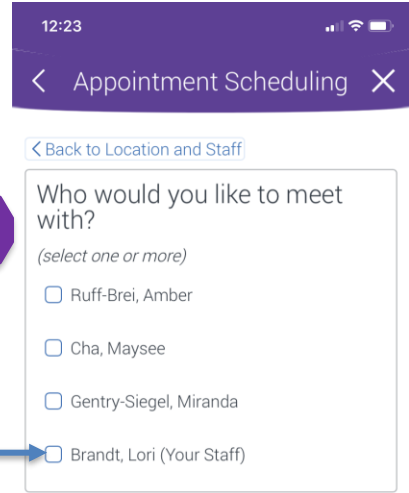
If correct, select *Continue to Location & Staff*

## Who would you like to meet with?

Select the person you would like to meet with. Your adviser will be indicated by (Your Staff).

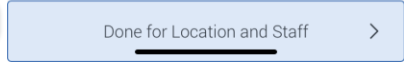
After your selection, select *Done for Location and Staff*

If correct, select *Continue to Next Step*



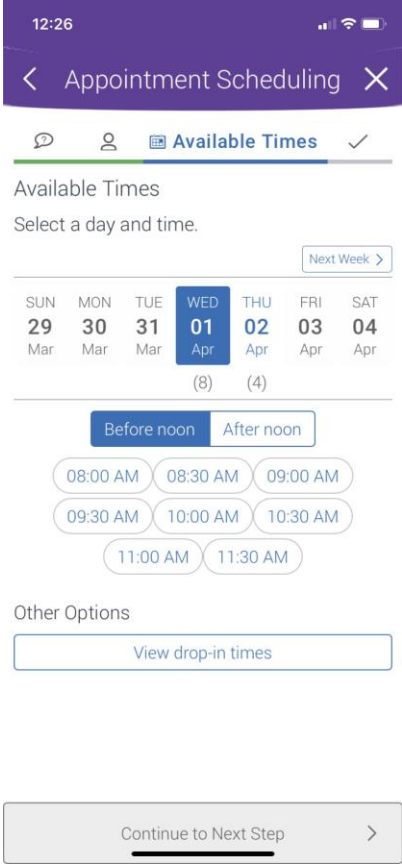
1

2



# Available Times

Select a time that works best for you. You can select the day, time of day, and then a specific time.



If you do not see any immediate openings in the current week, select *Next Week* to see more options.

Note: Dates in **blue** are available, dates in **black** are not.

You may also look to see if the person you need to schedule with offers drop-in times.

Select *Continue to Next Step*

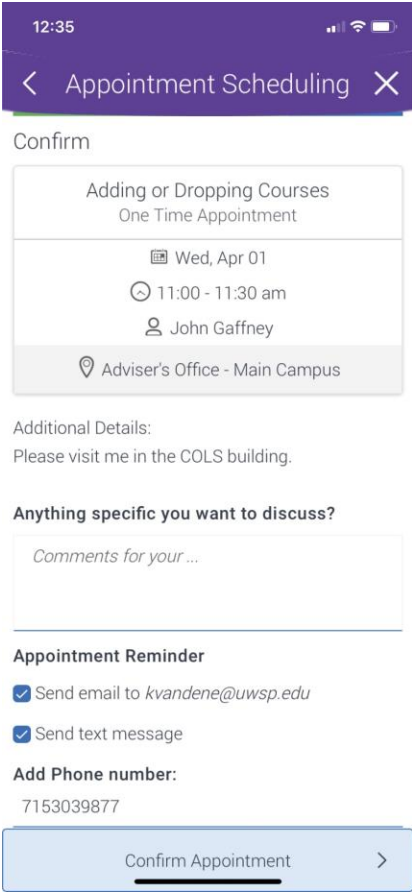


# Confirm

The last screen you will view shows a summary of the appointment you are about to schedule.

Add in a brief description of what you want to discuss in the *Comments* section.

When you're ready to book the appointment, select *Confirm Appointment*.



# Next steps

After you make the appointment, both you and the person you made the appointment with receive confirmation email.

Additionally, departments will send out an email reminder (typically 24 hours in advance) and a text reminder (or email) 2 hours in advance of your appointment.

If you are having any issues or have questions, please email [Navigate@uwsp.edu](mailto:Navigate@uwsp.edu)