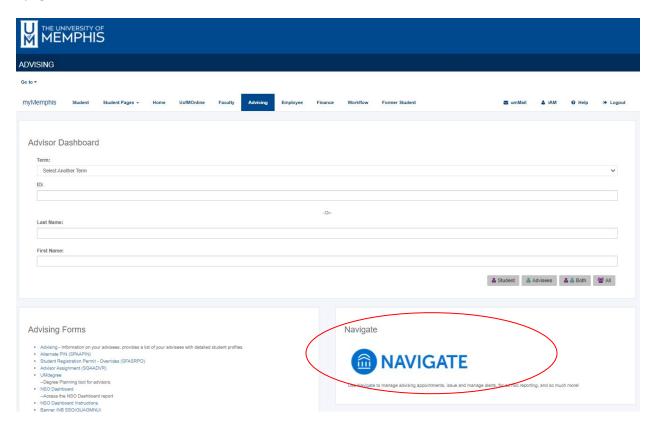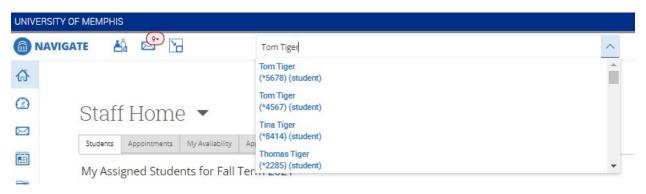# Accessing Navigate

Login to Navigate at https://memphis.campus.eab.com or use the link in the myMemphis Advising page.
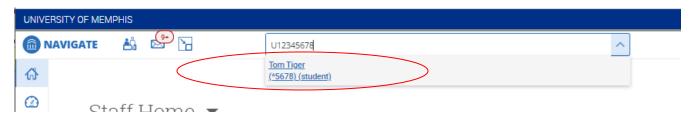
Navigate to Student Page

1. Type the student's **name**, **UID**, or **UUID** into the **Quick Search** at the top of the page

2. Select the Apporpiate Student

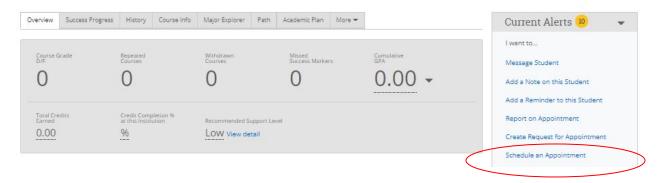# Scheduling the Appointment

1. From the student page, click **Schedule an Appointment**

2. From the **Schedule Appointment** page, make the following selections in the filters on the left side of the screen:

Care Unit= Academic Advising

Location= Student's College or Major

Service= Academic Advising

Meeting Type= ***Phone, Zoom, In-Person, or Email based on student preference

***Note: Not all advisors offer all Meeting Types. Once you select a **Meeting Type**, you will see days/times in the **Available Times** column of the Select an Organizer section (Figure 1).

If you do not see any days/times in that section for a given advisor (Figure 2), that advisor is not available for the selected Meeting Type

Figure 1: Staff available for selected Meeting Type

Figure 2: Staff not available for selected Meeting Type

3. Once you select the appropriate **Advisor**, their schedule for the current week will populate below

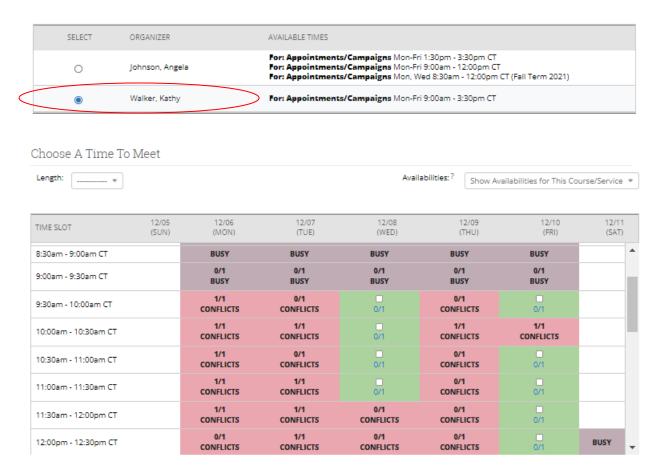| SELECT	ORGANIZER	AVAILABLE TIMES
○	Johnson, Angela	**For: Appointments/Campaigns** Mon-Fri 1:30pm - 3:30pm CT **For: Appointments/Campaigns** Mon-Fri 9:00am - 12:00pm CT **For: Appointments/Campaigns** Mon, Wed 8:30am - 12:00pm CT (Fall Term 2021)
●	Walker, Kathy	**For: Appointments/Campaigns** Mon-Fri 9:00am - 3:30pm CT

Choose A Time To Meet

Length: ---------- ▼   Availabilities: ?   Show Availabilities for This Course/Service ▼

TIME SLOT	12/05 (SUN)	12/06 (MON)	12/07 (TUE)	12/08 (WED)	12/09 (THU)	12/10 (FRI)	12/11 (SAT)
8:30am - 9:00am CT		BUSY	BUSY	BUSY	BUSY	BUSY	
9:00am - 9:30am CT		0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	
9:30am - 10:00am CT		1/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	0/1 CONFLICTS	☐ 0/1	
10:00am - 10:30am CT		1/1 CONFLICTS	1/1 CONFLICTS	☐ 0/1	1/1 CONFLICTS	1/1 CONFLICTS	
10:30am - 11:00am CT		1/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	0/1 CONFLICTS	☐ 0/1	
11:00am - 11:30am CT		1/1 CONFLICTS	1/1 CONFLICTS	☐ 0/1	0/1 CONFLICTS	☐ 0/1	
11:30am - 12:00pm CT		1/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	
12:00pm - 12:30pm CT		0/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	BUSY

Note: You can use the calendar on the left side of the screen to select other weeks.

Select a Date

◀ November 2021 ▶

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4. To schedule the appointment, select the checkbox for an available time (shown in green) and click the blue **Save Appointment** button at the bottom of the screen

TIME SLOT	12/05 (SUN)	12/06 (MON)	12/07 (TUE)	12/08 (WED)	12/09 (THU)	12/10 (FRI)	12/11 (SAT)
8:30am - 9:00am CT		BUSY	BUSY	BUSY	BUSY	BUSY	
9:00am - 9:30am CT		0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	
9:30am - 10:00am CT		1/1 CONFLICTS	0/1 CONFLICTS	☑ 0/1	0/1 CONFLICTS	☐ 0/1	
10:00am - 10:30am CT		1/1 CONFLICTS	1/1 CONFLICTS	☐ 0/1	1/1 CONFLICTS	1/1 CONFLICTS	
10:30am - 11:00am CT		1/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	0/1 CONFLICTS	☐ 0/1	
11:00am - 11:30am CT		1/1 CONFLICTS	1/1 CONFLICTS	☐ 0/1	0/1 CONFLICTS	☐ 0/1	
11:30am - 12:00pm CT		1/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	
12:00pm - 12:30pm CT		0/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	BUSY

Repeat This Appointment?

Repeat

Does not repeat ⌄

Save Appointment   Cancel

Note: Times slots marked as **Busy**, indicate that an event/appointment exists on the staff member's University of Memphis calendar. Times marked as **Conflicts** indicate that either the student has a conflict with their class schedule or the staff member has a conflict with another appointment or a class they are teaching.

You can click on **Conflicts** to see details of the student and/or staff member's conflict for a given time slot.

Conflicts

ENGL-1010-E07 English Composition

Tom Tiger

Academic Advising

Kathy Walker

OK

Immediately after the appointment is saved, the student will receive an email confirmation with appointment details. Students also receive reminder emails and text messages the day before and day of the appointment.