

Navigate – Student How To Schedule an Advising Appointment

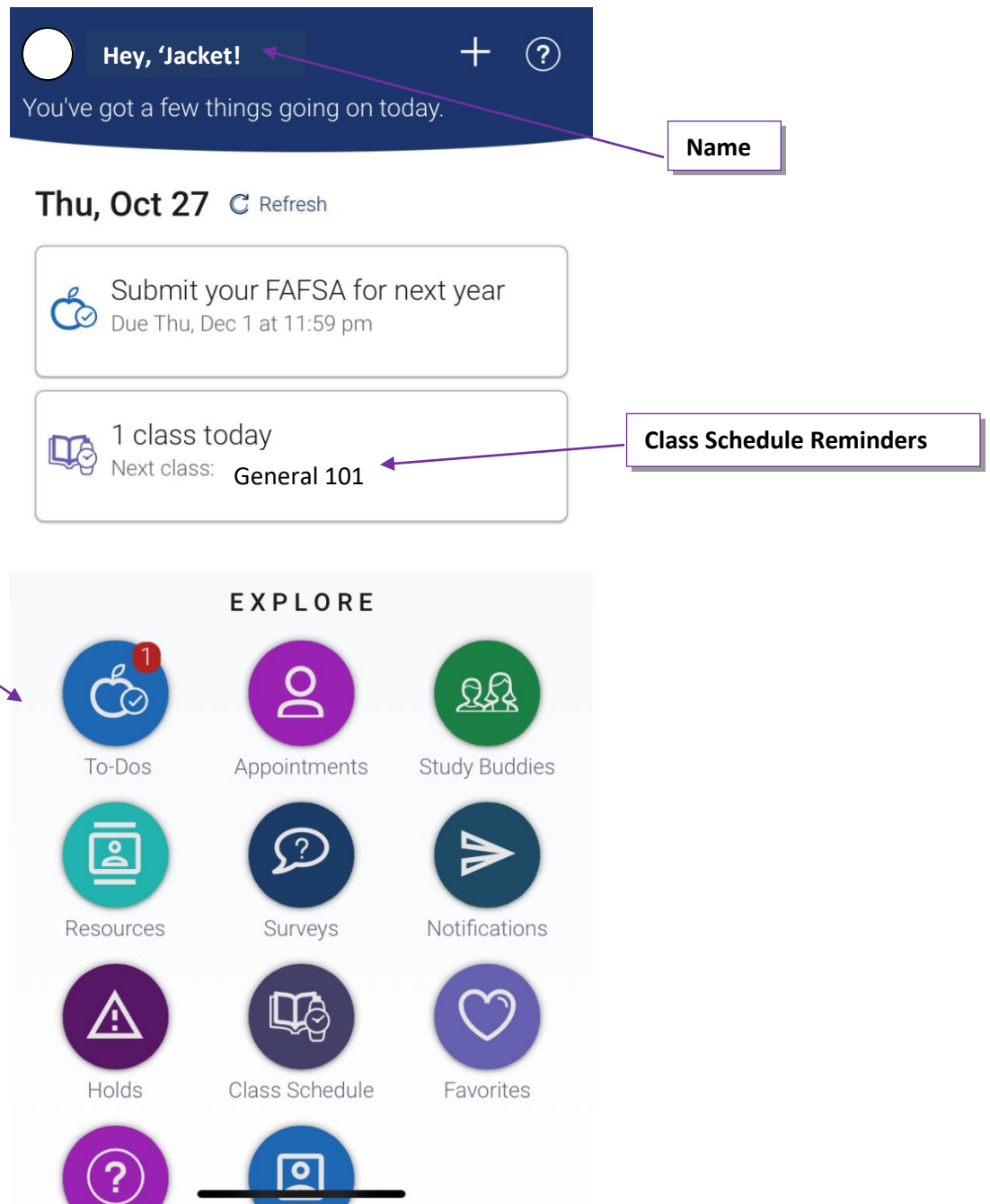
This was put together by MSUB as a reference only. Please use the user manual in Navigate for the most up-to-date information. All information is presented from the Student View from a mobile device.

Initial Navigate Login Information:

MSUB Navigate Page: <https://www.msubillings.edu/navigate/index.htm>

Download the Navigate App onto your mobile device (or log in on your browser using the above link) and use your MSUB NetID and Password to log in.

It will open the home screen. Here is a screenshot so you know what to expect:



How to Schedule an Appointment with Your Advisor (after logging in):

Thu, Oct 27  Refresh



Submit your FAFSA for next year
Due Thu, Dec 1 at 11:59 pm



1 class today
Next class: **General 101**

1. Click Appointments (in purple)

EXPLORE



To-Dos



Appointments



Study Buddies



Resources



Surveys



Notifications



Holds



Class Schedule



Favorites





Appointments

**My
Appointments**

My
Team

History

Upcoming



No Upcoming Appointments Yet!

Appointment Invites



Schedule an Appointment

3. Click "Schedule Appointment" in blue at the bottom of your screen.

1:07



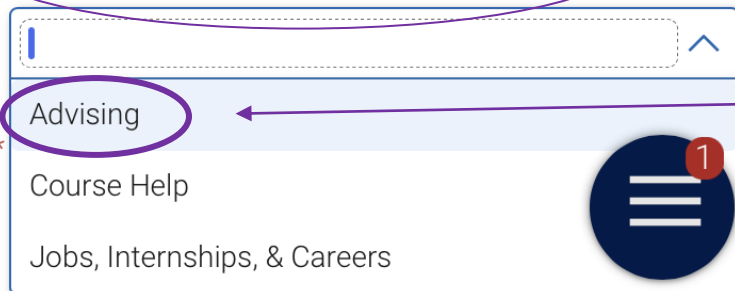
< New Appointment

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

Show More

*What type of appointment would you like to schedule?



Pick a Date

5. On the next screen, you will see a drop-down menu for "appointment type".

6. You should select "advising".

1:07



< New Appointment

Looking for a different type of appointment? Try the other appointment options to see if they fit your needs.

Show More ▾

* What type of appointment would you like to schedule?

ADVISING × ▾

* Service

_____ ▴

Add/Drop Course

Major Changes

Registration

7. In the next drop-down, you should select "registration" for the appointment purpose.

Show More

*What type of appointment would you like to schedule?

ADVISING

*Service

REGISTRATION

Pick a Date

October 27, 2022

8. You can then click on the blue "see available times" button to see the appointments available on your advisors' calendar.

ADVISING REGISTRATION

McMullen Hall - Academic Advising Center

Fri, Nov 4th

1:00 - 1:45 PM 1:45 - 2:30 PM

Mon, Nov 7th

2:45 - 3:30 PM

Thu, Nov 10th

11:00 - 11:45 AM

Thu, Nov 17th

9:00 - 9:45 AM 9:45 - 10:30 AM 10:30 - 11:15 AM

11:15 - 12:00 PM 12:00 - 12:45 PM

Mon, Nov 21st

2:45 - 3:30 PM



1:08



< Review Appointment Details and Confirm

Location

McMullen Hall - Academic Advising Center

*How would you like to meet?

Search by type

In-Person

Phone

Video (Webex)

Add your comments here

Schedule

9. You can select your appointment, then select the appointment type (in-person or phone, and some advisors also offer webex appointments).

1:08



< Review Appointment Details and Confirm

McMullen Hall - Academic Advising Center

*How would you like to meet?

Search by type



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
yellow.jacket@msubillings.edu

Text Message Reminder



Phone Number for Text Reminder

XXX-XX-XXX



Schedule

10. Then fill in your personal information and click through to confirm your appointment.

11. Click Schedule