Scheduling an Advising Appointment

Log in to the MyMassasoit portal → Launchpad → Navigate360 Student

Students can schedule appointments through the **Appointments tab** of their Navigate360 Student mobile app or desktop site.

When students open the **Appointments** tab, they see a list of their upcoming appointments and appointment requests in the **Upcoming** panel. View past appointments by choosing the **History** tab.

Scheduling a New Appointment

The **New Appointment** page opens.
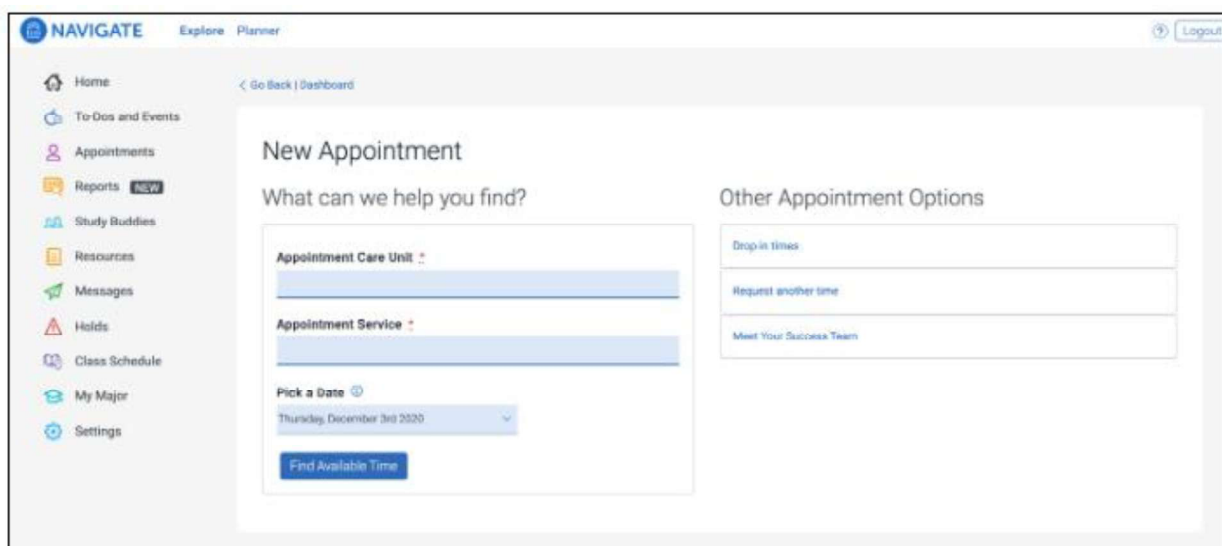
Students choose their Care Unit and Service. In the example above, students would choose Advising as the Care Unit and a list of services to be shown. Select the service you'd like for this appointment.

Once the Care Unit and Service are chosen, the student chooses a date and clicks **Find Available Time**. The next page appears.

At the top of the page, students see the options they chose on the previous page. These options can't be changed unless they select the **Start Over** link. These options are shown as "locked" as in the image below.

On desktop, on the left is a filter panel that also shows the filters chosen, a calendar to pick a date for the appointment, and more filters to narrow appointment options. Students can narrow by staff name and/or location and adjust those filters as needed. The main panel updates to reflect filtering automatically.

Important. When the student selects a date, the scheduling feature shows appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the date picker calendar.

The main panel of the scheduling page shows available locations with appointment slots.

When a student chooses an appointment time, regardless of filters chosen, the **Review Detail** page opens.

Students can enter a comment and decide if they want email or text reminders. Once all the options are set, students click **Schedule**. If their appointment is scheduled, students get a success message and the option to **View Appointments** or **Schedule Another Appointment**. On mobile, a student can download a scheduled appointment to their calendar.