## Virtual Stop-in Process

- 1. Sign into the Navigate App https://www.fau.edu/successnetwork
- 2. Click Appointments





3. If you have a scheduled appointment, click **Check In** otherwise, for Drop-ins, click **Schedule an Appointment** 

| FLORIDA ATLANTIC UNIVERSITY                        |   |                           |
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| 份 Home   | < Go Back   Dashboard   |                           |
| To-Dos and Events<br>Appointments<br>Study Buddies | Appointments  | 3 Schedule an Appointment |
| Resources  | My Appointments My Team History   |                           |
| Class Schedule                                     | Upcoming  |                           |
|  | Academic Advising with<br>Scheduled for 1005/2022 01:30 PM<br>Meeting Type: Virtual | >                         |
|  | Appointment Invites   |                           |

4. Click View Drop-in Times

| MAVIGATE  | Explore   | + 🤊 🔊 |
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| <ul> <li>Home</li> <li>To-Dos and Events</li> <li>Appointments</li> </ul>   | < Go Back   Dashboard New Appointment   |       |
| Iddy Buddies       Iddy Buddies | Hore you will find available optons for scheduling an appointermit<br>If you cannot find something that you are looking for ty the due<br>appointment options to see available options for display for<br>Is wore More       Stravise       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appointment would you like to schedule?       Wet type of appoint |       |

- Select the Type of Appointment
   a. Select Academic
  - Advising
- 6. Select the **Services** (reason for the meeting)
  - a. Select Stop-in Academic Advising (Phone) – The advisor will call you

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| Home   | < <u>Go Back</u>   <u>Dashboard</u>  |     |
| Appointments                                       | View Drop-In Times   |     |
| Sources     Surveys     Class Schedule     Account | What can we help you find?       Other Options         Below, you will find available options for dropping in for an apportment. If you cannot find something that you are looking for the you make options for the second find something that you are looking for the will be options for the second find something that you are looking for the second fin |     |
|  | 1 ind Available Time   |     |

- Select the Location for the meeting

   a. Select College of Business
  - (Boca Raton)



8. Click Check-in with first available

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| 슈 Home                    | < <u>Go Back</u>   <u>Dashboard</u>   |  |
| Appointments              | View Drop-In Times  |  |
| Resources                 | All Filters Start Over  |  |
| 💭 Surveys                 | What type of appointment would you like to<br>schedule?   | Boca Raton Campus  |
| Class Schedule            | College of Arts & Letters   | Check in with first available  |
| Account                   | Service          Academic Advising         Starf         Search by name         I coation         Counce         Counce         Select counce | (Your Advisor (Primory))<br>Wednesday<br>11:00 AM - 12:00 PM<br>02:00 PM<br>02 |

9. You are now signed in. The staff may text a link for you to connect using their preferred virtual platform (Zoom, Microsoft Teams, etc.), or they may call.

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| 岱                           | Home              |         | Dashboard  |     |      |  |
| Ġ                           | To-Dos and Events |         |  |     |      |  |
| 8                           | Appointments      |         | Check In Success   |     |      |  |
| 22                          | Study Buddies     |         | * 11-2   |     |      |  |
| 2                           | Resources         |         |  |     |      |  |
| D                           | Surveys           |         | Checked Int  |     |      |  |
| ШŞ                          | Class Schedule    |         | Thank you for signing in. An advisor will be in contact to start your meeting. |     |      |  |
|                             | Account           |         |  |     |      |  |
|                             |                   |         | View Appointments  |     |      |  |
|                             |                   |         |  |     |      |  |