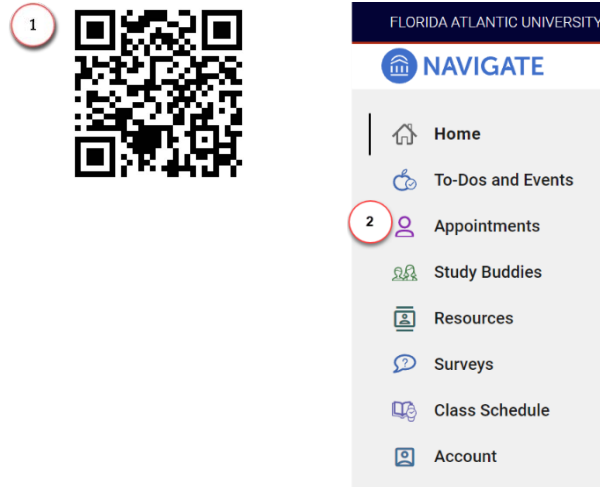
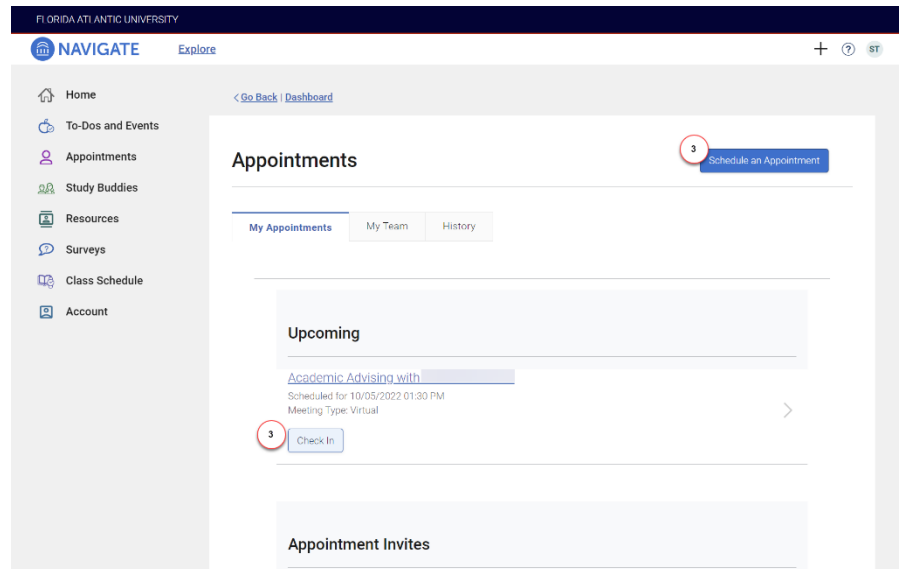


# Virtual Stop-in Process

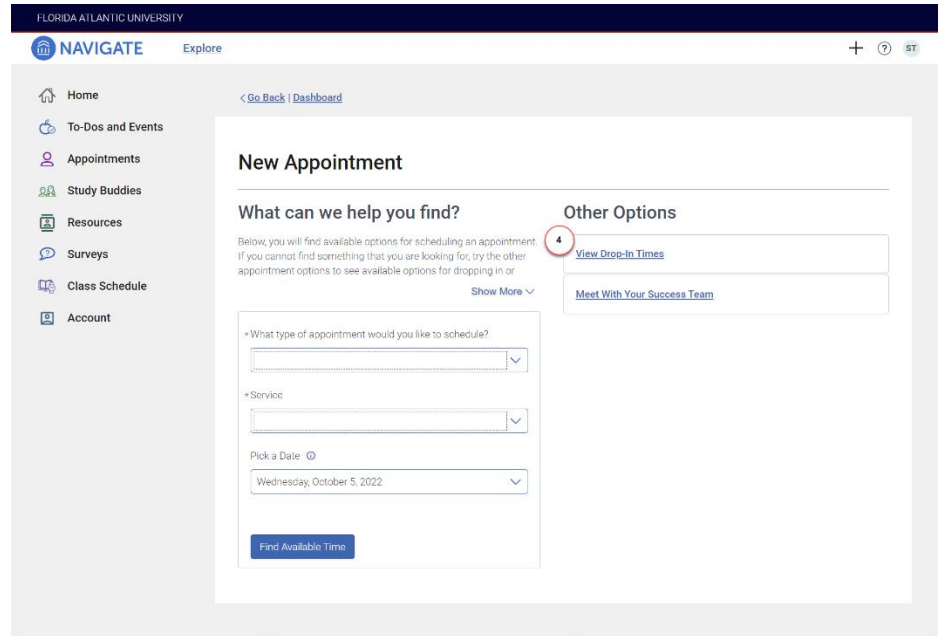
1. Sign into the Navigate App  
<https://www.fau.edu/successnetwork>
2. Click **Appointments**



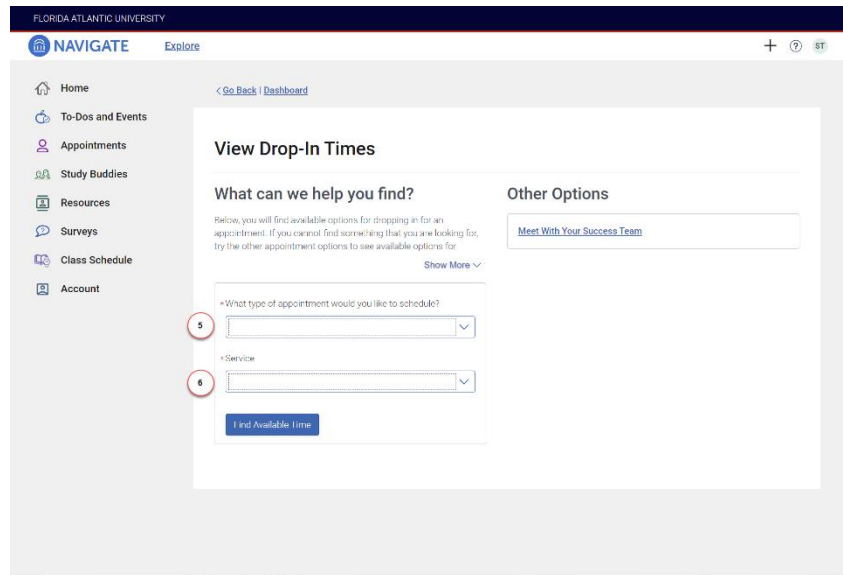
3. If you have a scheduled appointment, click **Check In** otherwise, for Drop-ins, click **Schedule an Appointment**



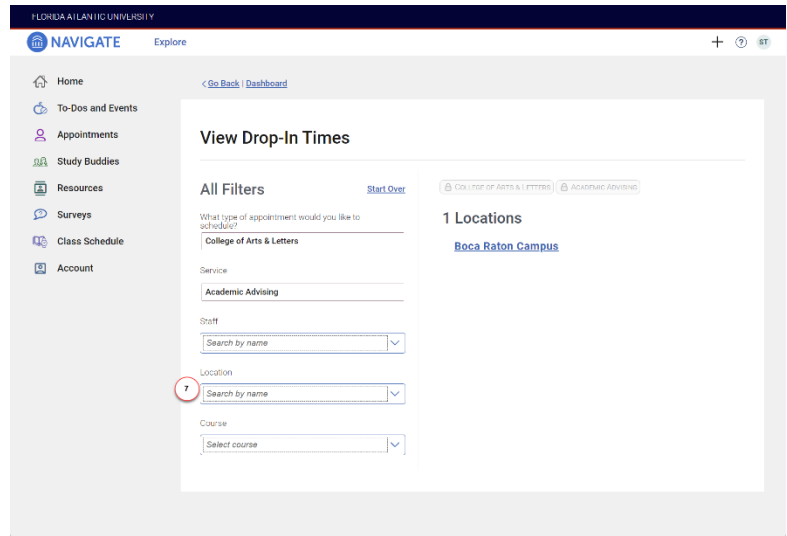
4. Click **View Drop-in Times**



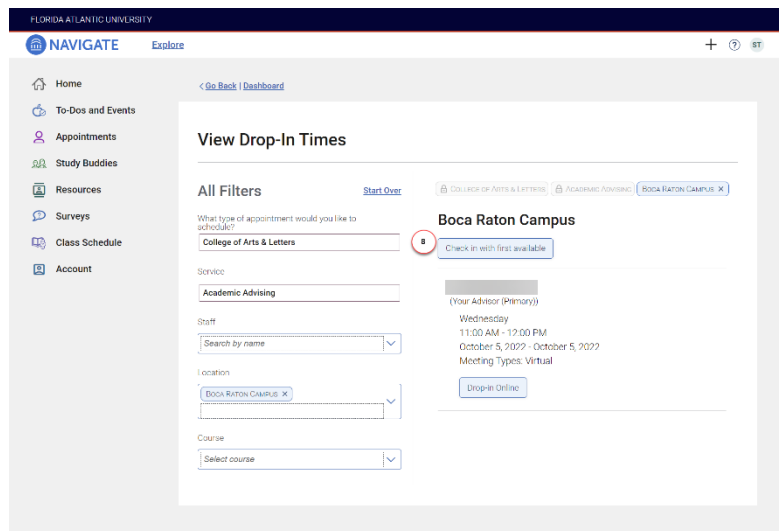
5. Select the **Type of Appointment**
- a. **Select Academic Advising**
6. Select the **Services** (reason for the meeting)
- a. **Select Stop-in Academic Advising (Phone)** – The advisor will call you



- 
7. Select the **Location** for the meeting
    - a. **Select College of Business (Boca Raton)**



- 
8. Click **Check-in with first available**



- 
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.

