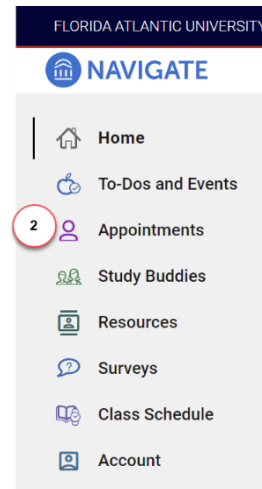
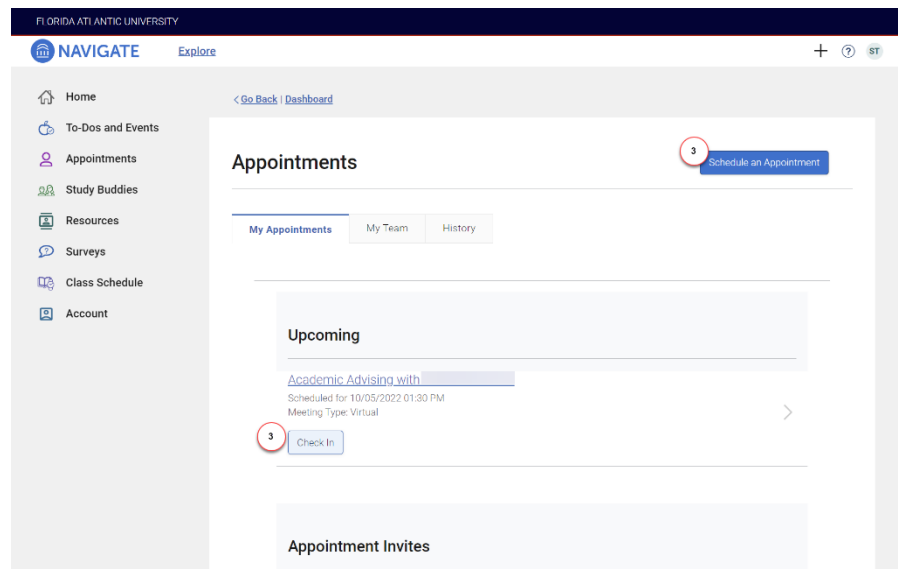


# Virtual Stop-in Process

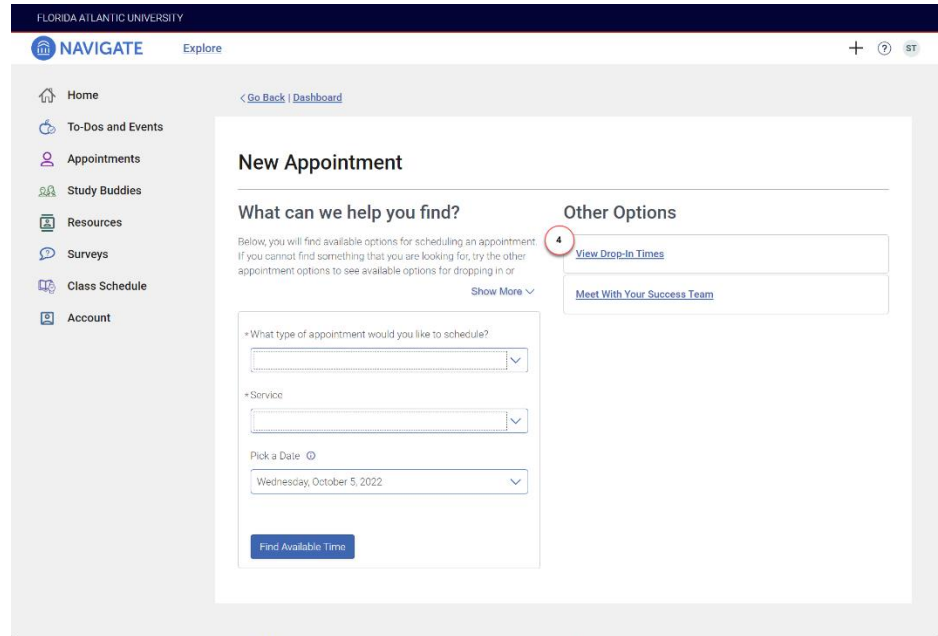
1. Sign into the Navigate App
2. Click **Appointments**



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



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

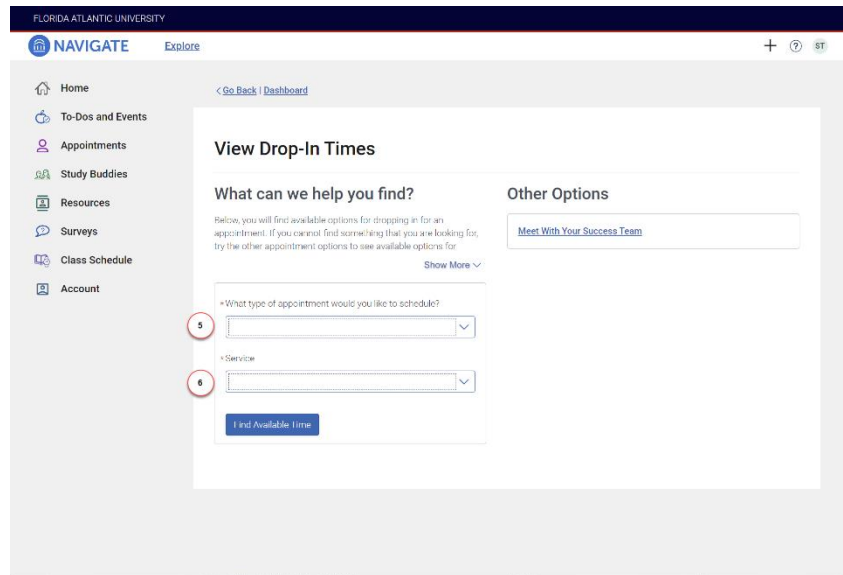


5. Select the **Type of Appointment**

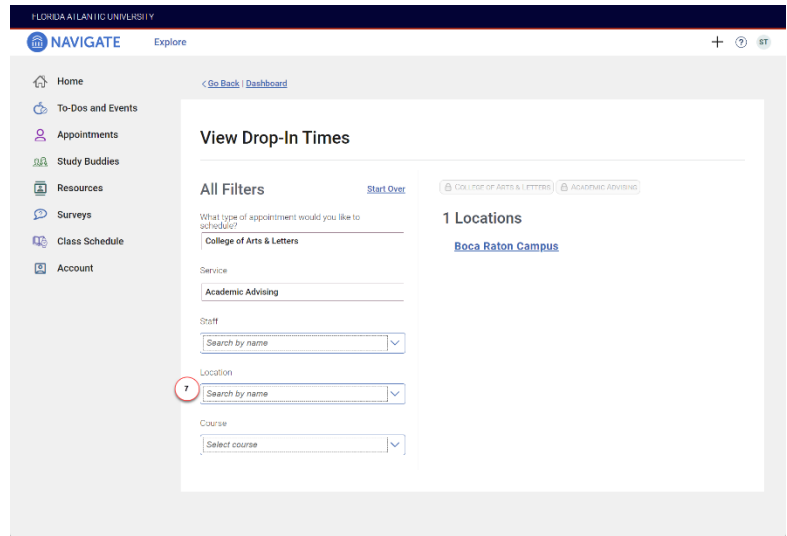
a. **Select Academic Advising**

6. Select the **Services** (reason for the meeting)

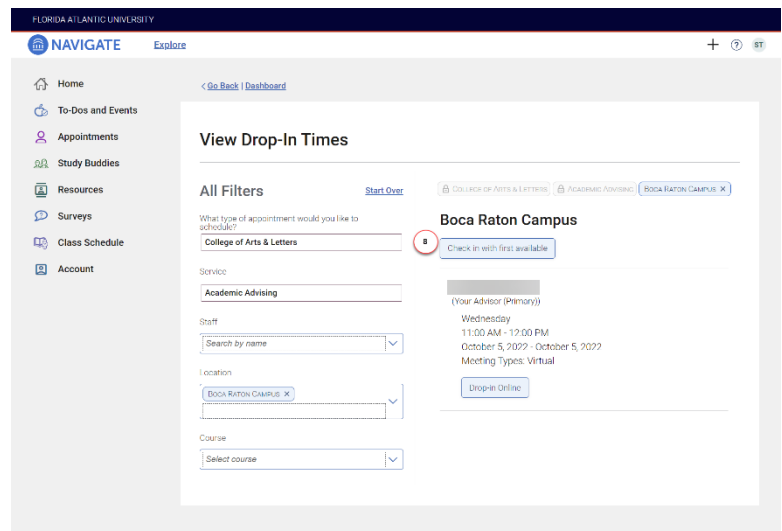
a. **Select Stop-in Academic Advising (Phone)** – The advisor will call you (you **MUST** enter a phone number in the comments)



7. Select the **Location** for the meeting
  - a. **Select College of Science (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.

