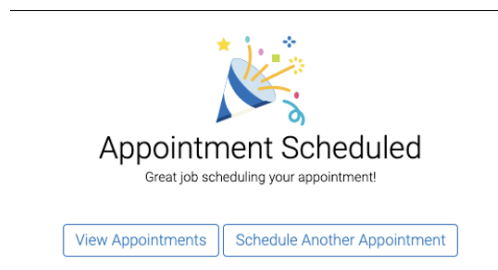




## SCHEDULING AN APPOINTMENT

- 1.) Go to [navigate.unt.edu](https://navigate.unt.edu)
- 2.) Follow the instructions to download the Navigate Student mobile app or visit the desktop version at [unt.navigate.eab.com](https://unt.navigate.eab.com)  
*If you download the app, you will need to search for UNT the first time you login*
- 3.) **Login with your UNT username and password, if prompted.**  
*If this is your first time using the app, you will be prompted to answer a few questions about your experience at UNT to help us better serve your interests*
- 4.) **Select the APPOINTMENTS icon.**  
On the app, it is a purple icon. In the desktop version, it is on the left-side menu
- 5.) **Your appointments tab will show you UPCOMING appointments and APPOINTMENT INVITES.**  
*Appointment Invites will show any UNT office that has requested you to schedule an appointment for a particular reason.*
- 6.) **Click on the BLUE *Schedule an Appointment* button**
- 7.) **Follow the prompts to be provided your appointment options. You can further filter to change dates, select staff member(s), or locations.**
- 8.) **Once you've selected your date/time, you can review your appointment details. Leave comments that you want the staff member to know about your appointment, and then select SCHEDULE.**
- 9.) **This window will appear to confirm your appointment has been scheduled.**



If you have any questions or problems, please contact [navigate@unt.edu](mailto:navigate@unt.edu) with your UNT ID number, the office you want to schedule with, and any details or screenshots about errors you are receiving.