



## **SCHEDULING AN APPOINTMENT**

### **Summer/Fall 2021 Orientation**

**1.) Go to [navigate.unt.edu](https://navigate.unt.edu)**

*You may have also received an email in your UNT email account from your advising office with a link to schedule. This link will take you directly to the scheduler to pick your date and time for orientation advising. If you did not get that email, follow these instructions.*

**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. Look under the APPOINTMENT INVITES area.**

**6.) Click on the appointment invitation from your advising office. Follow the prompts and pick the time/date you wish to be advised for orientation.**

*Make sure you confirm the advising office is correct. If you've recently changed your major, you may need to notify the advising office to ensure you get scheduled with the correct advisor.*

**7.) Review all appointment details and use the comments box to include any information you'd like your advisor to know before the appointment.**

**8.) You will receive an email confirmation and text reminder. Check your phone number and update it, if necessary, and select SCHEDULE.**

**9.) Follow the instructions in your appointment confirmation to access the appointment at your appointment time!**

**Contact your [advising office](#) if you have any questions.**