Instructions for Scheduling Academic Advising Appointments Using NAVIGATE

1. The link <u>https://rice.navigate.eab.com/app/#/authentication/remote/</u> will take you to the below login page.



2. If you are not already logged into to SSO, you will be prompted to do so here.

RICE Rice Ide	entity Provider
Login to EAB	→ Forgot your NetID Password? → Need Help?
Password	
Don't Remember Login Login	
₽EAB	
6100 Main St., Houston, TX 77005-1892 Mailing Address: P.O. Box 1892, Houston, TX 77251-189	2

3. After logging in through SSO, you will be at your Navigate home page. Please note: If it is your first time logging into Navigate, you will be prompted to complete a user agreement and brief survey prior to landing on this page.



4. To schedule an appointment, please click on **Appointments**.



5. After selecting **Appointments**, you will see any current appointments reflected here. To make a new appointment, click on the blue **Schedule an Appointment** button.

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🙆 N.	AVIGATE	Explore			? Logout
ራ	Home		< Go Back Dashboard		
ර්	To-Dos and Ever	nts			
2	Appointments		Appointment	ts Schedule an Appointment	
2284	Resources		My Appointments	My Team History	
ц.	Class Schedule				
۲	Settings		Upcoming		
				No Upcoming Appointments Yet!	

6. After selecting **Schedule an Appointment**, this screen will appear.

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		(? Logout
Home	< Go Back (Dashboard		
🏠 To-Dos and Events			
Appointments	New Appointment		
Study Buddies			
Resources	What can we help you find?	Other Options	
Class Schedule	Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.	View Drop-In Times	
Settings	available options for anopping in or requeating an appointment.	Meet With Your Success Team	
	*What type of appointment would you like to schedule?		
	× v		
	* Service		
	× ~		
	Pick a Date 🕠		
	Thursday, October 28th 2021 🗸		
	Find Available Time		

7. First, select what type of appointment you would like to schedule. You must choose Rice Business.

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🏠 To-Dos and Events		
Appointments	New Appointment	
<u>ରନ</u> Study Buddies		
Resources	What can we help you find? Other	Options
Class Schedule	Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available ontions for dronoing in or requesting an appointment.	op-In Times
Settings	Meet Wi	th Your Success Team
	• What type of appointment would you like to schedule?	
	× (Rice Business ×) V	
	* Service	
	×	
	Pick a Date 🕠	
	Thursday, October 28th 2021 🗸	
	Find Available Time	

- 8. After selecting the appointment type, you will select the **Service** you are scheduling. This is the reason for your appointment.
- 9. After selecting both the appointment type and service, please select your preferred date or simply click the **Find Available Time** button.

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NAVIGATE Explore			⑦ Logout
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🍈 To-Dos and Events			
Appointments	New Appointment		
<u>ହୟ</u> Study Buddies			
Resources	What can we help you find?	Other Options	
Class Schedule	Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment	View Drop-In Times	
Settings	aranadic options for diopping in or requesting an opponentier.	Meet With Your Success Team	
	*What type of appointment would you like to schedule?		
	× (Rice Business ×) V		
	*Service		
	× General Advising × V		
	Pick a Date 🚯		
	Thursday, October 28th 2021 🗸		
	Find Available Time		

10. You will now see available appointment times and will be able to select a time that works for you.

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ਠ To-Dos and Events		
Appointments	New Appointment	
eA Study Puddies		
 Resources 	All Filters Start Over	🔄 Rice Business 🔄 General Advising
Class Schedule	What turns of annalationant usuald you like to	Rice Business - McNair Hall
⁶ 2 0-441-1-1	schedule?	The Student Program Office for Rice Business, located in McNair Hall Room 132. This option is for graduate
Settings	Rice Business	students only.
	Service General Advising	2 People View Individual availabilities
	Pick a Date ()	Mon, Nov 1st
	November 2021 28	(8:00 - 8:30 AM) (8:30 - 9:00 AM) (9:00 - 9:30 AM) (10:00 - 10:30 AM) (11:30 - 12:00 PM) (2:00 - 12:30 PM) (2:00 - 2:30 PM) (
	Su Mo Tu We Th Fr Sa	
	1 2 3 4 5 6	Tue, Nov 2nd
	7 8 9 10 11 12 13	(8:00 - 8:30 AM) (8:30 - 9:00 AM) (9:00 - 9:30 AM) (9:30 - 10:00 AM) (11:00 - 11:30 AM) (11:30 - 12:00 PM)
	14 15 16 17 18 19 20	(1230 - 1230 PM) (1230 - 130 PM) (130 - 130 PM) (130 - 200 PM) (230 - 230 PM) (230 - 330 PM) (330 - 430 PM)
	21 22 23 24 25 26 27	Wed, Nov 3rd
	28 29 30	(800-830 AM) (830-900 AM) (930-1000 AM) (1130-1200 PM) (1200-1230 PM) (1230-100 PM) (100-130 PM) (200-230 PM) (230-300 PM) (300-330 PM) (330-400 PM) (100-110 PM) (100-110 PM) (100-110 PM) (200-230 PM) (300-330 PM)

11. After you have selected an appointment day/time, you will be prompted to review your appointment details.

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🏷 To-Dos and Events			
Appointments	Review Appointment Details and Cor	nfirm	
<u>QQ</u> Study Buddies			
Resources	What type of appointment would you like to schedule?	Service	
Class Schedule	Rice Business	General Advising	
Settings	Date 11/01/2021	Time 12:30 PM - 1:00 PM	
	Location Rice Business - McNair Hall The Student Program Office for Rice Business, located in McNa	ir Hall Room 132. This option is for graduate students only.	
	Staff Kisa Parker (Your Advisor)		
	Details Please use my Zoom link to meet with me (Passcode: 464101). When yo will let you in as soon as I can. If you have requested a phone appointment, please list the phone number If you have any specific concerns or questions, they may also be listed in	w arrive you may have to wait momentarily in the waiting room if I am with another student. I er at which I can reach you in the comments below. the comments.	
	URL / Phone Number https://riceuniversity.zoom.us/j/7026042278?pwd=QjhFb2ZIYT	U4OU8xbkZv0EF0ajhTQT09	
	+How would you like to meet? × Search by name	~	

12. Prior to finalizing your appointment, you will need to select how you would like to meet and share any additional comments. You can also adjust your email/text message reminder settings.

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Ġ	To-Dos and Ev	ents	URL / Phone Number	
2	Appointments		https://riceuniversity.zoom.us/j/7026042278?pwd=QjhFb2ZlYTU40U8xbkZv0EF0ajhTQT09	
<u>98</u>	Study Buddies			
8	Resources		*How would you like to meet?	
ц.	Class Schedu	e	× Search by name	
۲	Settings		You are seeing the meeting types available for this time slot.	
			Would you like to share anything else?	
			Add your comments here	
			<i>h</i>	
			Z Email Reminder	
			Reminder will be sent to test tester13@vice.edu	
			✓ Text Message Reminder	
			Phone Number for Text Reminder	
			Schedula	
			Guiedale	

13. After completing these final details, click **Schedule** to finalize the appointment.

RICE UNIVERSITY		
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තී Home	will let you in as soon as I can. If you have requested a phone appointment, please list the phone number at which I can reach you in the comments below. If you have any specific concerns or questions, they may also be listed in the comments.	
To-Dos and Events Appointments	URL / Phone Number https://riceuniversity.zoom.us/j/7026042278?pwd=QjhFb2ZIYTU40U8xbkZv0EFOajhTQT09	
<u>ରୟ</u> Study Buddies		
Resources	* How would you like to meet?	
Class Schedule	× (Virtual ×) Search by name	
🔅 Settings	You are seeing the meeting types available for this time slot.	
	Would you like to share anything else?	
	Add your comments here	
	Z Email Reminder	
	Reminder will be sent to test tester13@rice.edu	
	Z Text Message Reminder	
	Phone Number for Text Reminder	
	Schedule	

14. When you have successfully scheduled the appointment, you will see the below screen.

RICE UNIVERSITY		
NAVIGATE Explore		? Logout
பி Home	Dashboard	
To-Dos and Events Appointments Study Buddies Resources Class Schedule Settings	Success! Appointment Scheduled Great job scheduling your appointment!	
	View Appointments Schedule Another Appointment	

15. The appointment now appears in "My appointments."

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ਠ To-Dos and Events			
Appointments	Appointments	Schedule an Appointment	
<u>QA</u> Study Buddies			
Resources	My Appointments My Team History		
Class Schedule			
Settings	Upcoming		
	General Advising with Kisa Parker Scheduled for 11/01/2021 12:30 PM Meeting Type: Virtual	>	
	Appointment Invites		