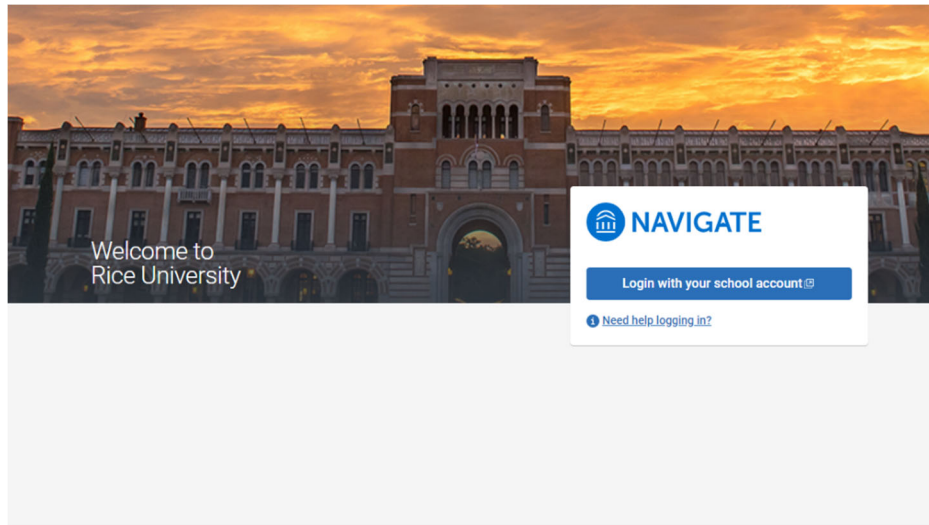


# Instructions for Scheduling Academic Advising Appointments Using NAVIGATE

1. The link <https://rice.navigate.eab.com/app/#/authentication/remote/> 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.



## Login to EAB

NetID

Password

☐ Don't Remember Login

Login

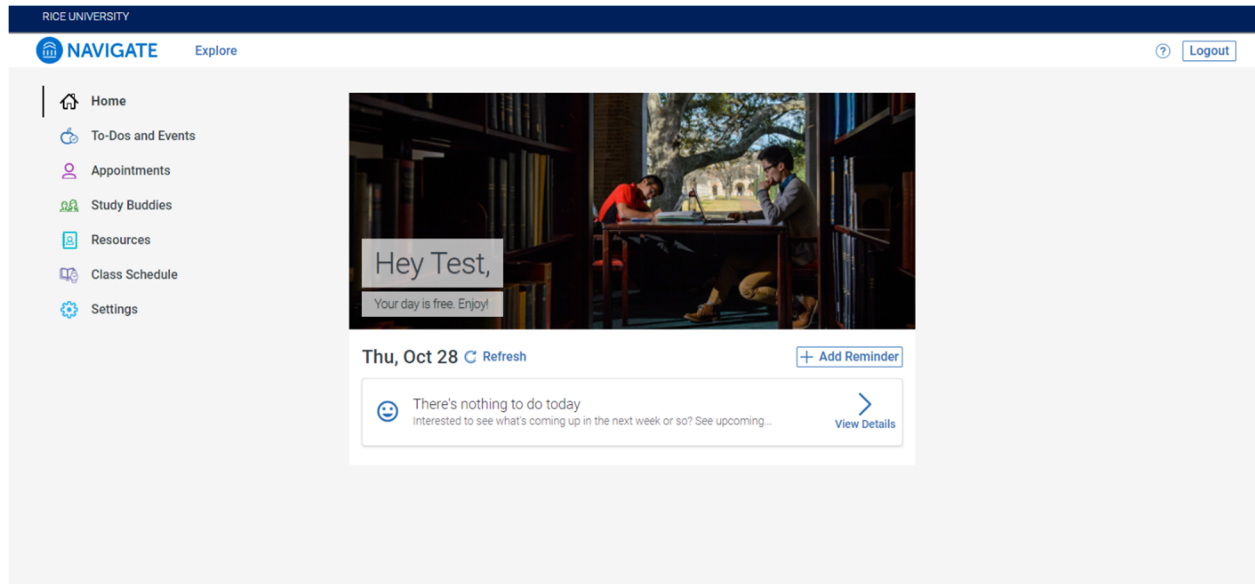
[› Forgot your NetID Password?](#)

[› Need Help?](#)

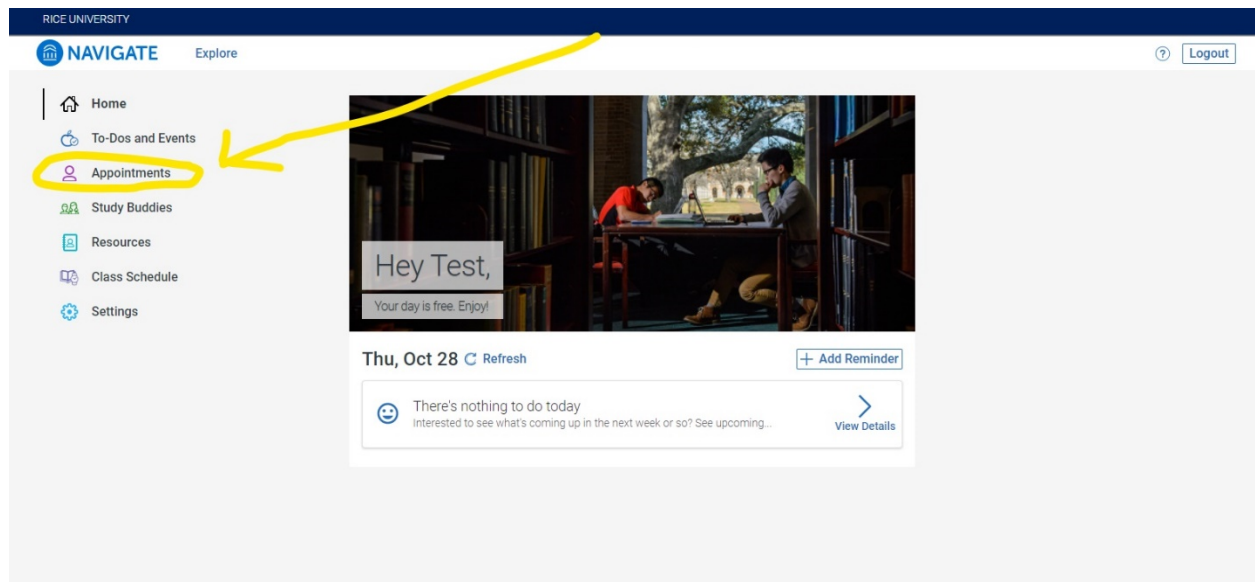


6100 Main St., Houston, TX 77005-1892  
Mailing Address: P.O. Box 1892, Houston, TX 77251-1892

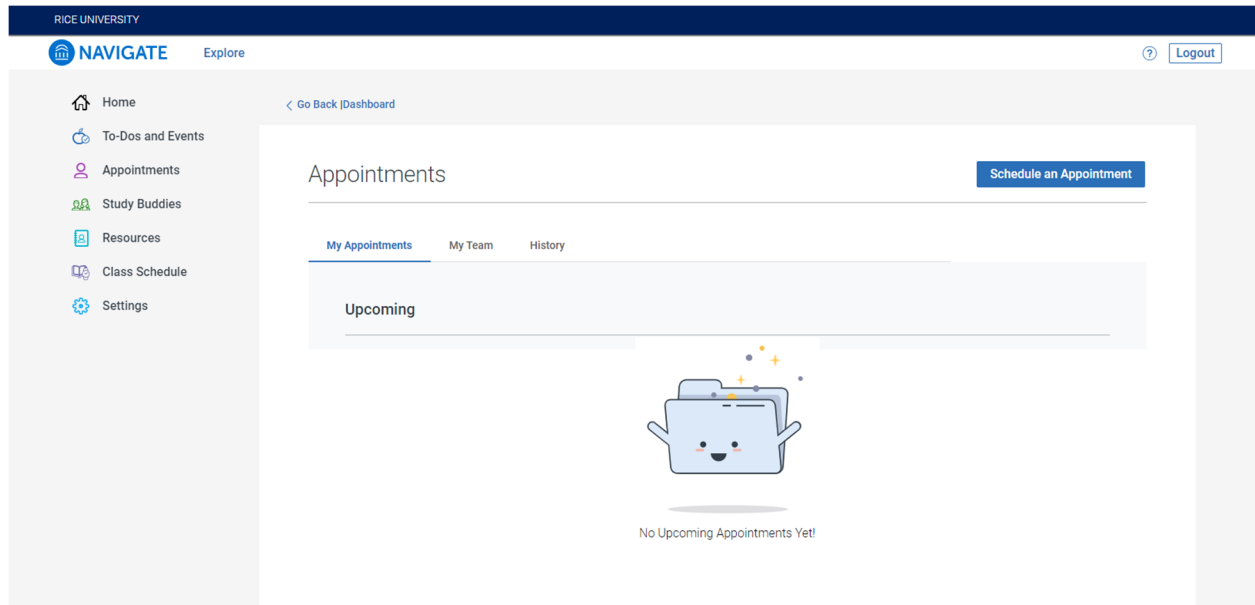
3. After logging in through SSO, you will be at your Navigate home page. **Please note: If it is your first time logging into Navigate, you will be prompted to complete a user agreement and brief survey prior to landing on this page.**



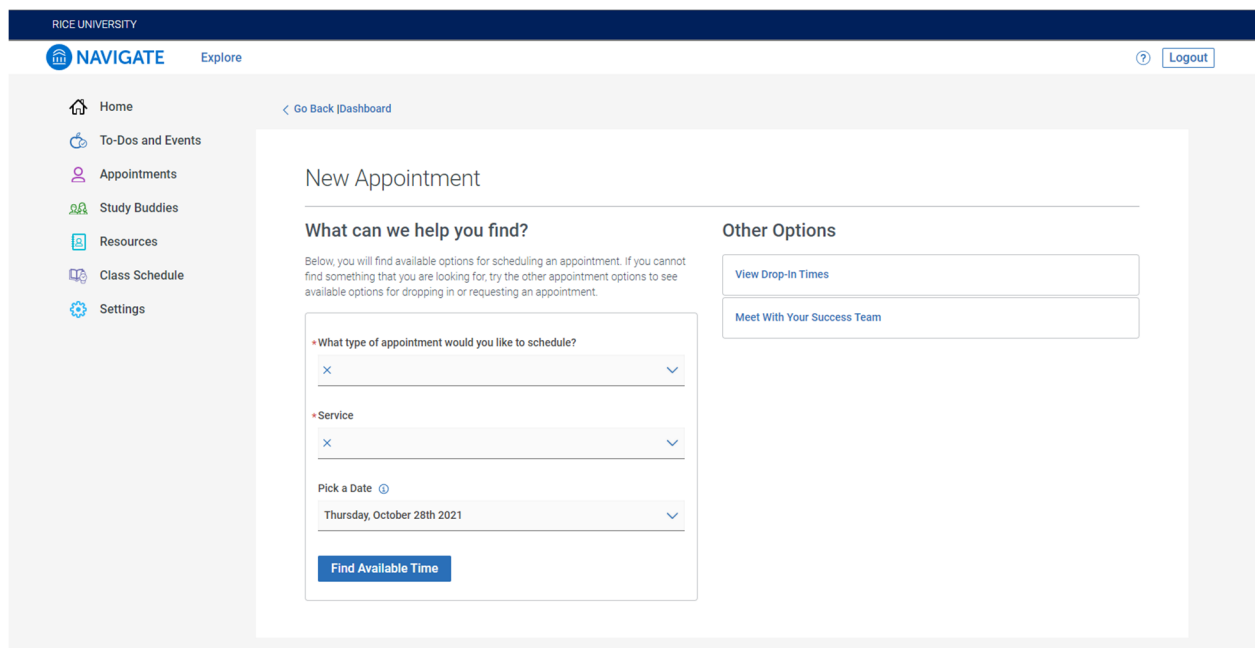
4. To schedule an appointment, please click on **Appointments**.



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.



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



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

The screenshot shows the 'New Appointment' page in the NAVIGATE system. The left sidebar contains links to Home, To-Dos and Events, Appointments, Study Buddies, Resources, Class Schedule, and Settings. The main content area has a 'Go Back | Dashboard' link. The 'What can we help you find?' section includes a dropdown for 'What type of appointment would you like to schedule?' with 'Rice Business' selected. Below it is a 'Service' dropdown, and then a 'Pick a Date' dropdown set to 'Thursday, October 28th 2021'. A 'Find Available Time' button is at the bottom. To the right, under 'Other Options', there are links for 'View Drop-In Times' and 'Meet With Your Success Team'.

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.

This screenshot shows the same 'New Appointment' page, but the 'Service' dropdown is now set to 'General Advising'. The 'What type of appointment would you like to schedule?' dropdown remains set to 'Rice Business', and the 'Pick a Date' dropdown remains set to 'Thursday, October 28th 2021'. The 'Find Available Time' button is still visible at the bottom of the form. The 'Other Options' section on the right remains unchanged.

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

**NAVIGATE** Explore

Home < Go Back | Dashboard

### New Appointment

**All Filters** [Start Over](#)

What type of appointment would you like to schedule?

☒ Rice Business

Service

☒ General Advising

Pick a Date

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Rice Business - McNair Hall**

The Student Program Office for Rice Business, located in McNair Hall Room 132. This option is for graduate students only.

2 People  
[View individual availabilities](#)

**Mon, Nov 1st**

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 12:00 - 12:30 PM  
12:30 - 1:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM

**Tue, Nov 2nd**

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  
12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM  
3:30 - 4:00 PM

**Wed, Nov 3rd**

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 11:30 - 12:00 PM 12:00 - 12:30 PM  
12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM  
3:30 - 4:00 PM

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

**NAVIGATE** Explore

Home < Go Back | Dashboard

### Review Appointment Details and Confirm

**What type of appointment would you like to schedule?**  
Rice Business

**Service**  
General Advising

**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 McNair 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 you arrive you may have to wait momentarily in the waiting room if I am with another student. I 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.

**URL / Phone Number**  
<https://riceuniversity.zoom.us/j/7026042278?pwd=QjhFb2ZlYTU4OU8xbkZvOEFOajhTQT09>

**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.

RICE UNIVERSITY

NAVIGATE

Explore

Home

To-Dos and Events

Appointments

Study Buddies

Resources

Class Schedule

Settings

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.

URL / Phone Number  
https://riceuniversity.zoom.us/j/7026042278?pwd=QjhFb2ZlYTU4OU8xbkZvOEFOajhTQT09

How would you like to meet?

X Search by name

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

☒ Email Reminder

Reminder will be sent to test.tester13@rice.edu

☒ Text Message Reminder

Phone Number for Text Reminder

Schedule

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

RICE UNIVERSITY

NAVIGATE

Explore

Home

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URL / Phone Number  
https://riceuniversity.zoom.us/j/7026042278?pwd=QjhFb2ZlYTU4OU8xbkZvOEFOajhTQT09

How would you like to meet?

X Virtual X Search by name

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

☒ Email Reminder

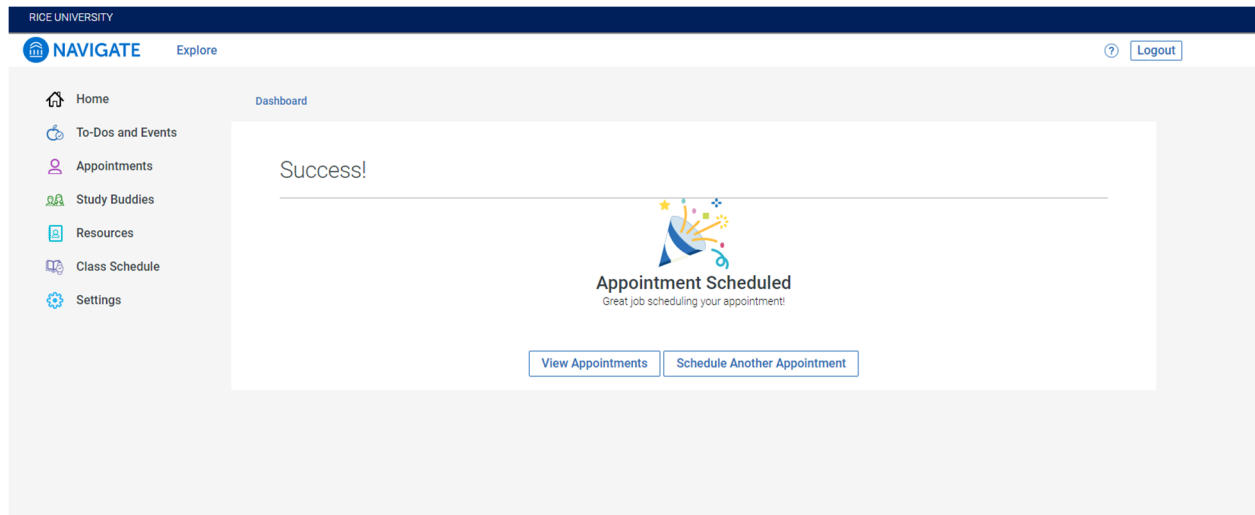
Reminder will be sent to test.tester13@rice.edu

☒ Text Message Reminder

Phone Number for Text Reminder

Schedule

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



15. The appointment now appears in “My appointments.”

