

## Student Appointment Scheduling in Navigate

### How to access:

- Download the Navigate Student mobile app by searching "Navigate Student" in the Google Play or Apple App Store. Once installed, search for "Brooklyn College"
- Log in using your CUNYfirst credentials (*firstname.lastname+last digits of your CUNY ID* – you don't need to include @login.cuny.edu)
  - If you encounter difficulty logging into the Navigate Student app, please log into CUNYfirst to make sure you do not need to reset your CUNYfirst password
- You can also access Navigate Student from a computer/tablet using this link:  
<https://brooklyn-cuny.navigate.eab.com/> (use the same login information described above)

**\*Note:** The first time you login, you will be prompted to take a short survey. Please fill this out as accurately as you can, this information will help us get to know you and connect you with resources

### How to make an appointment:

1. Once logged in, click the "Appointments" icon and select "Schedule an appointment"
2. Follow the prompts to input what type of appointment you want to schedule. For example, if you want to meet with an advisor, select "Advising" in the first prompt
3. Continue making your selections; if you don't see the exact type of appointment you are looking to schedule, select the closest option – you will have an opportunity to input a comment or specific question when confirming your appointment
4. After you've made your selections, you will be prompted to select a staff member to meet with and you will see the dates and times they are available for appointments. You can click to view future weeks if there are no more times available in the current week
5. The last step is to confirm your appointment; if you have any questions or comments to share, type them in the box on the confirmation screen and then click "Confirm Appointment"

