How to log into Navigate, set your appointment availability, and sync your calendar

1. Log into go.uhcl.edu with your employee credentials
2 Click the "Navigate" tile

3 Click this image.

- Canvas
- Carousel
- Navigate
- Echo

EAB Navigate
Navigate is higher education's first enterprise-level student success platform. Trusted by more than 850 schools, Navigate unites students, administrators, and faculty to achieve meaningful outcomes.
4 Once logged in, you should see "Staff Home"

5 Click "My Availability"
6. Click "Actions"

7. Click "Add Time"
8. Select the days and timeframes in which you will be available for appointments.

9. Click "Please select a duration" to set your availability for the semester, a range of dates, etc.
For this example, I will use "Spring 2024"

Select the type of availability you are setting. Appointment availability is for traditional appointment slots, drop-ins availability is usually for first-come first-serve meetings, and campaigns availability is usually tied to specific campaigns (appointment campaigns, etc.)
Select your meeting type. You will most likely meet with students in-person and virtually, but this depends on your advising office.

Click "Please select a care unit" and select your care unit.
14  Select your location

15  Select the services for your availability
If this availability requires a link (zoom, etc.) or a phone number (phone appointment) please include that in the "URL/Phone Number" field. This information as well as the special instruction for the students below will be shared with the student once they schedule an appointment with you.

In "Special Instructions" please include any appointment specific instructions for the student such as "we are located in SSCB 123, please arrive 10 minutes before your appointment and check in at the kiosk" for an in-person appointment, or "please ensure to be in a quiet space with no distractions" for a virtual appointment, etc.
If you are doing group advising, please include the number of students that can schedule an appointment with you at a time. If you are only seeing 1 student per appointment, set this number to 1.

Click "Save".
20 The next step you want to take is to sync your Outlook calendar so that your it reflects on your availability in Navigate. Click "Calendar"

[Image of calendar interface]

21 Click "Settings and Sync" at the top right of the calendar

[Image of calendar interface with "Settings and Sync" button highlighted]

Made with Scribe - https://scribew.com
22 Click "Setup Sync..."

Last Sync: N/A

23 Select your calendar application. For this example, I will use "Microsoft Office 365 (Latest Version)"

Calendar Application:
- Microsoft Office 365 (Latest Version)
- Google Calendar
- Other Applications
- Go back...
You will be prompted to log into your account

Pick an account

- Canales, Joally M.
  - canales@uhcl.edu
  - Signed in

- Use another account

Allow 30 minutes for your calendar to sync

It may take up to 30 minutes to upgrade your calendar to the latest Office 365 Sync.
Click "Calendar" after 30 minutes to ensure your calendar has synced.
A synced calendar will include your "Busy" timeslots from your main (ex. Outlook) calendar. Details from your synced calendar will not be shared, your blocks will simply say "Busy" in your Navigate calendar to prevent students from scheduling during those times. You are also able to see your scheduled appointments in your Navigate calendar.

<table>
<thead>
<tr>
<th>Sun 28</th>
<th>Mon 29</th>
<th>Tue 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am Busy</td>
<td>6am Busy</td>
<td>8am Busy</td>
</tr>
<tr>
<td>9:30am Busy</td>
<td>8am Busy</td>
<td>9am Busy</td>
</tr>
<tr>
<td>10:30am Busy</td>
<td>9am Busy</td>
<td>10am Busy</td>
</tr>
<tr>
<td>11am Busy</td>
<td>10am Busy</td>
<td>11am Busy</td>
</tr>
<tr>
<td>2:30pm Busy</td>
<td>11am Busy</td>
<td>1pm Busy</td>
</tr>
<tr>
<td>3pm Busy</td>
<td>12pm Busy</td>
<td>2pm Busy</td>
</tr>
<tr>
<td>4pm Busy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5pm Busy</td>
<td></td>
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</tbody>
</table>

*All times listed are in Central Time (US & Canada).*