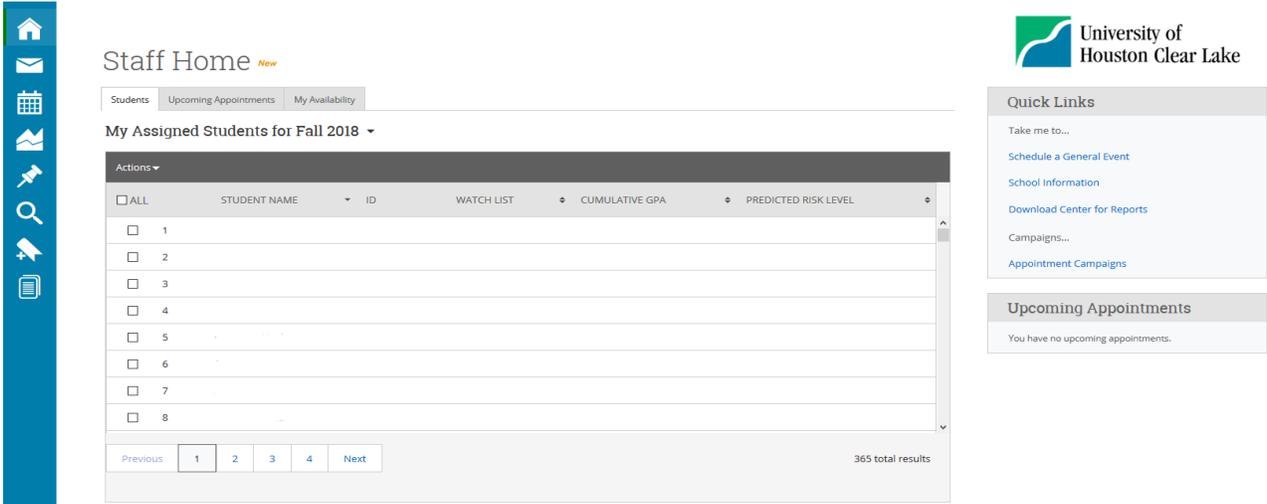


How to schedule an advising appointment through the Appointment Center (Front Desk). Front desk staff can schedule, edit, and check students into their appointments via a scheduling grid of available advisors.

**(Note: Advisor must have created their "My Availability" in Navigate and updated the Outlook Calendar.)**

Steps	Descriptions
1.	Enter your UHCL user ID/user name and password to login to EAB. <a href="https://uhcl.campus.eab.com">https://uhcl.campus.eab.com</a>
2.	<p><b>Staff Home Page</b></p>  <p>Scroll to the bottom of page then click: <b>Additional Modes</b> dropdown arrow and choose <b>Appointment Center</b></p>

Continued on next page.

3.

Click: **Preferred Available Locations (select your advising center)**

NAVIGATE | Fall 2018

University of Houston Clear Lake

### Choose Appointment Center Location

Appointment Center Name

Available Locations

- Business Advising (Bayou 2111)
- Education Advising (Bayou 1231)
- Freshman & Sophomore Advising (Bayou 1408)
- Human Sciences & Humanities Advising (Bayou 1539)
- Pearland Campus Advising (1200 Pearland Parkway)
- Science & Engineering Advising (Bayou 3611)
- Texas Medical Center Advising (2151 West Holcombe)

EAB | Legal Disclaimer | Terms of Use | Download Acrobat Reader | © 2018 EAB. All Rights Reserved. | Additional Modes

4.

Search: **Student by UHCL ID# or name**

Under Scheduling Grid:

1.) **Care Unit (is defaulted to Advising), Service (Indicate service need by clicking on box.), Staff (choose an available advisor.).**

2.) **Choose date, start time (9:00 a.m.) and end time (4:00 p.m.) of advising hours.**

Click **Refreshed** button

NAVIGATE | Fall 2018

University of Houston Clear Lake

### Freshman & Sophomore Advising (Bayou 1408)

Enter Student Name

Scheduling Grid

Care Unit: Advising | Service: All Services | Staff: All Staff

Date: 12/13/2018 | Start Time: 8:00AM | End Time: 5:00PM | Refreshed Today 11:44 AM

Find First Available?

Appointment Schedule For Thursday, December 13, 2018

Orientation: Vertical | Display Name: Service

Time	Micaela Kinsey	Maria Ramos	Kirsti Rickman	Drop In
8 AM				
9 AM				

Continued on next page.

5. Under Appointment Schedule for (selected date will display): **Front Desk Staff can determine when the advisor and student can meet.**

Note: Any grayed out areas on the scheduling grid indicate the advisor is not available. Any blue areas on the students scheduling grid indicate when the student is in class. ***(Do not schedule an appointment for a student when she/he are in class. Unless student is dropping the course.)***

Click: **Available time for appointment on the grid below. Create An Appointment box will appear.**

Scheduling Grid

Care Unit: Advising Service: General Advising Questions Staff: Micaela Kinsey

Date: 12/13/2018 Start Time: 9:00AM End Time: 4:00PM Refreshed Today 12:05 PM

Find First Available?

Appointment Schedule For Thursday, December 13, 2018

Time	Jacqueline Adame	Micaela Kinsey
9 AM	ARTS-2379Arts and the Child	
10 AM		
11 AM	COMM-1315Public Speaking	
Noon		
1 PM	SPED-2301Introduction to Sp...	
2 PM		
3 PM		

CREATE AN APPOINTMENT

Service: General Advising Questions Show All Services for this location

Organizer: Micaela Kinsey

Student: Jacqueline Adame

When: 12/13/2018 10:30am 30 min

Comments: Enter comments

Options:

- Student has checked in for appointment
- Send E-mail Reminder to the organizer attendee
- Send E-mail Reminder to non organizer attendee
- Send Text Reminder to the organizer attendee
- Send Text Reminder to non organizer attendee

Cancel Create Appointment

6. Under Creat An Appointment: Enter Service, Comments (details for visit), Options (check all

The screenshot displays the NAVIGATE interface with a 'CREATE AN APPOINTMENT' modal window open. The modal contains the following fields and options:

- Service:** General Advising Questions (with a link to 'Show All Services for this location')
- Organizer:** Micaela Kinsey
- Student:** Jacqueline Adame
- When:** 12/13/2018, 10:30am, 30 min
- Comments:** A text area labeled 'Enter comments'.
- Options:**
  - Student has checked in for appointment
  - Send E-mail Reminder to the organizer attendee
  - Send E-mail Reminder to non organizer attendees
  - Send Text Reminder to the organizer attendee
  - Send Text Reminder to non organizer attendees

Buttons for 'Cancel' and 'Create Appointment' are at the bottom right of the modal. The background shows a scheduling grid for Thursday, December 13, 2018, with appointments for Jacqueline Adame and Micaela Kinsey.

**DONE**