

Academic Coaching Sign Up Instructions

Logging In

1. Go to <https://www.uhcl.edu/eab/>

Download the Mobile App

From your mobile device, open your app store and search for “**Navigate Student**” – or if you're already on your mobile device, select a shortcut below.

- [Apple App Store](#)
- [Google Play Store](#)

Once installed, open the app, search for “University of Houston–Clear Lake” and select. Sign in using your university username and password.

No app? No worries!

You can also use Navigate [on the web](#). Sign in with your university username and password.

Questions? Check out our [FAQ page](#) first. If you still have trouble, email navigate@uhcl.edu for assistance.

2. Sign in with your Username and Password the same way you would for any UHCL online service.

Sign-In for shibboleth.gradesfirst.com

Notice: Do **NOT** Bookmark This Page!

Please sign in using your campus username and password to proceed.

Example usernames: SmithC , or SmithC1234

Username:

Password:

[Sign in](#)

Please contact the Support Center at 281-283-2828 or SupportCenter@uhcl.edu for login issues.

Scheduling an appointment

3. Find “Schedule a General Event” under “Quick Links” on the right side of the screen.



Student Home

Class Information Reports Calendar

Get Assistance

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	PSYC-5332-01-LEC Organizational Psychology	Scott McIntyre	Begins on 08/24/2020 R 7:00p-9:50p CT Not Specified		
<input type="checkbox"/>	PSYC-5333-01-LEC Leadership in Organizations	Scott McIntyre	Begins on 08/24/2020 W 4:00p-6:50p CT Not Specified		
<input type="checkbox"/>	PSYC-5334-01-LEC Change and Organizational Development	Scott McIntyre	Begins on 08/24/2020 R 4:00p-6:50p CT Not Specified		

Actions

I want to...

[Issue an Alert](#)

Quick Links

Take me to...

[Schedule a General Event](#)

[School Information](#)

[Download Center for Reports](#)

4. Select the appropriate service (Coaching & Workshops), location, and if the student has never had coaching services, they must choose "New to coaching program". Otherwise choose "Continue in coaching program" and select the appropriate coach and time.

Schedule Appointment

Filters

Care Unit

[Coaching & Academic Worksho...](#)

Location

[Student Success Center- online...](#)

Service

[New to coaching program \(we...](#)

Course

Comments

Select a Date

[August 2020](#)

People Attending (0)

Available Slots Left in Appointment (0)

Add an Attendee

Additional Slots

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Tallent, Amber	For: Appointments/Drop-Ins Mon, Wed 8:00am-6:00pm CT (July 22, 2020 - December 18, 2020) For: Appointments/Drop-Ins Tue, Thu 8:00am-5:00pm CT (July 22, 2020 - December 18, 2020) For: Appointments/Drop-Ins Fri 8:00am-2:00pm CT (July 22, 2020 - December 18, 2020)
<input type="radio"/>	Graham, Patrick	
<input type="radio"/>	Lugo, Wilmer	
<input type="radio"/>	Ross, Brenda	

Comments

Select a Date

August 2020

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	31					

- Reminders
- Send E-mail Reminder to the organizer attendee?
 - Send E-mail Reminder to non organizer attendees?
 - Send a text reminder to the organizer

For: Appointments/Drop-Ins Mon, Wed 8:00am-6:00pm CT (July 22, 2020 - December 18, 2020)

For: Appointments/Drop-Ins Tue, Thu 8:00am-5:00pm CT (July 22, 2020 - December 18, 2020)

For: Appointments/Drop-Ins Fri 8:00am-2:00pm CT (July 22, 2020 - December 18, 2020)

Tallent, Amber

Graham, Patrick

Lugo, Wilmer

Ross, Brenda

Choose A Time To Meet

Length: Availabilities: ?

TIME SLOT	08/16 (SUN)	08/17 (MON)	08/18 (TUE)	08/19 (WED)	08/20 (THU)	08/21 (FRI)	08/22 (SAT)
8:15am - 9:00am CT		DROP-IN	DROP-IN	<input type="checkbox"/> 0/1	DROP-IN	<input type="checkbox"/> 0/1	DROP-IN
9:00am - 9:45am CT		DROP-IN	DROP-IN	<input checked="" type="checkbox"/> 0/1	DROP-IN	BUSY	BUSY
9:45am - 10:30am CT		DROP-IN	DROP-IN	<input type="checkbox"/> 0/1	DROP-IN	BUSY	BUSY
10:30am - 11:15am CT		BUSY	DROP-IN	<input type="checkbox"/> 0/1	DROP-IN	BUSY	BUSY

5. Save appointment. Student and coach will receive notifications for the appointment confirmation. Log in information will be included in the email reminder messages.

- Reminders
- Send E-mail Reminder to the organizer attendee?
 - Send E-mail Reminder to non organizer attendees?
 - Send a text reminder to the organizer attendee?
 - Send a text reminder to non organizer attendees?

8:15am - 9:00am CT		IN	IN	<input type="checkbox"/> 0/1	DROP-IN	<input type="checkbox"/> 0/1	IN	<input type="checkbox"/> 0/1	IN
9:00am - 9:45am CT		DROP-IN	DROP-IN	<input checked="" type="checkbox"/> 0/1	DROP-IN	BUSY	BUSY		
9:45am - 10:30am CT		DROP-IN	DROP-IN	<input type="checkbox"/> 0/1	DROP-IN	BUSY	BUSY		
10:30am - 11:15am CT		BUSY	DROP-IN	<input type="checkbox"/> 0/1	DROP-IN	BUSY	BUSY		
11:15am - 12:00pm CT		DROP-IN	DROP-IN		BUSY	BUSY	BUSY		
12:00pm - 12:45pm CT		DROP-IN	DROP-IN	<input type="checkbox"/> 0/1	DROP-IN	BUSY	BUSY		
12:45pm - 1:30pm CT		DROP-IN	DROP-IN	<input type="checkbox"/> 0/1	DROP-IN	BUSY	BUSY		
1:30pm - 2:15pm CT		DROP-IN	DROP-IN		1/1 CONFLICTS	BUSY	BUSY		

Repeat This Appointment?

Repeat