



How Do I Schedule an Appointment?

Step 1: Open the Navigate App on your smartphone or go to: <u>http://washburn.navigate.eab.com</u> (make sure you sign in with your Washburn email & password)



Step 2: Select the **Appointments** icon, then select the **Schedule an Appointment** button.





*Last Updated 01.30.23



Step 3: Fill in the Type of Appointment, Service, and Pick a Date, then click the Find Available Time button.

I cricket LTE	12:44 PM	66% 🔲			
< 1	New Appointme	ent			
What can we help you find?					
Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see					
		Show More \vee			
* What type of appointment would you like to schedule?					
MABEE LIBRAI	RY: CENTER FOR STUDENT S	SUCCESS ×			
* Service					
CLASS SUPPO	RT X	~			
Pick a Date 🛭 🛈)				
January 25, 2	2023	~			
Find Availab	e Time				

Step 4: Choose the location for your appointment, Request Alternate Appointment Time, or View Drop-in Times.

.II cricket LTE	12:44 PM	66% 🔲			
< 1	New Appointment	7			
	, ,				
Mabee Lil Success I Drop-in Time	brary & Center for Stud Dean's Office & Staff es Available	<u>dent</u>			
WL 🚱	<u>2 People</u>				
	No availability for this day				
Don't see anything that works for you?					
Request There may Appointme	Alternate Appointment be other locations that suppor ent Requests.	t t			
View Dro There may ins.	op-in Times be other locations that suppor				





*Last Updated 01.30.23





Step 5: Choose who you would like to meet with.



Step 6: Select the time you would like to meet.









Step 7: Fill in How would you like to meet? and Would you like to share anything else?



Step 8: Review the details of your appointment, and click Schedule!

I cricket LTE 12:45 PM	66% 🔲	••I cricket LTE	12:47 PM	66%
< Review Appointment De and Confirm	etails		Success!	
What type of appointment would y schedule? Mabee Library: Center for Student S Service Class Support Date 01/26/2023 Time	ou like to Buccess	Appoi Great job	intment Schedu scheduling your appoint	l led menti
2:00 PM - 2:30 PM				
Location				
Mabee Library & Center for Student	Success			
Staff Christian oreman			View Appointments	
Schedule		Scher	dule Another Annointmer	at
ly office is located in Mabee 308.		Gener	une Another Appointmen	



