



## **Navigate: User Settings**

1. Once you have logged in to Navigate, click on your profile picture or initials, in the upper-righthand corner to reveal a drop-down menu.

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	Ch	risti	na	Foreman (s	taff) 🔻		

2. Click on User Settings to take you to the settings window.



 Once in the user settings window, there will be several fields that allow you to change your settings. The first is pronouns. You are welcome to add Pronouns, which will appear after your name on all Navigate communication, or leave this field blank.

These user preferences can be updated at any time and will persist after logout.				
Personal Settings				
Pronouns 1				
None 🔨				
None				
he/him	v 5 8			
he/they				
she/her				
she/they				
they/them				
Custom				







4. In the **Email Signature**, section you can customize a signature to attach to any Navigate communication. You can also copy & paste in your current email signature.



5. The **Default Term** will change the default term your Navigate populates to. This will ensure that you do not need to update your semester from the Law term each time. This setting will need to be updated each semester.

Default Term 🛈	
System Default Term	
System Default Term	
Summer 2028 Law	L
Summer 2028	L
Spring 2028 Law	L
Spring 2028	

 The Default Landing Page changes the home page of the Navigate platform. Choose a Default Landing Page to specify which page you prefer to land on after logging in, the most common landing pages are Staff Home or Professor Home.

Default Landing Page 🕚		
System Default Landing Page	·	
System Default Landing Page		
Staff Home	1	
Student Home	1	
Professor Home		





\*Last Updated 01.13.23



7. Choose a **Default Staff Home Tab** to specify which tab you prefer to land on when accessing your home page.

Default Staff Home Tab 🛈					
System Default Staff Home Tab (Assigned Students)					
System Default Staff Home Tab (Assigned Students)					
Appointments					
Appointment Queues	- 1				
Appointment Requests					
Availabilities					

8. Use the **Default Student Profile Tab** to choose the section you would like to see first when viewing a student's profile.

Default Student Profile Tab 🛈			
Appointments			
Appointments			
Calendar			
Conversations			
Courses			
History			

9. Choose a **Default Care Unit** to specify which Care Unit you are associated with (Care Units refer to your academic college/school or other campus unit).



10. Make sure to save your changes before exiting the user settings window.







\*Last Updated 01.13.23