

How do I schedule an appointment with my advisor in Navigate Student?

Open the Navigate Student app on your smartphone. If you don't have Navigate Student, it is available on the Google Play store and the Apple App Store from the EAB Global (or EAB Global, Inc) company.

Depending on your device, the icon may look slightly different.

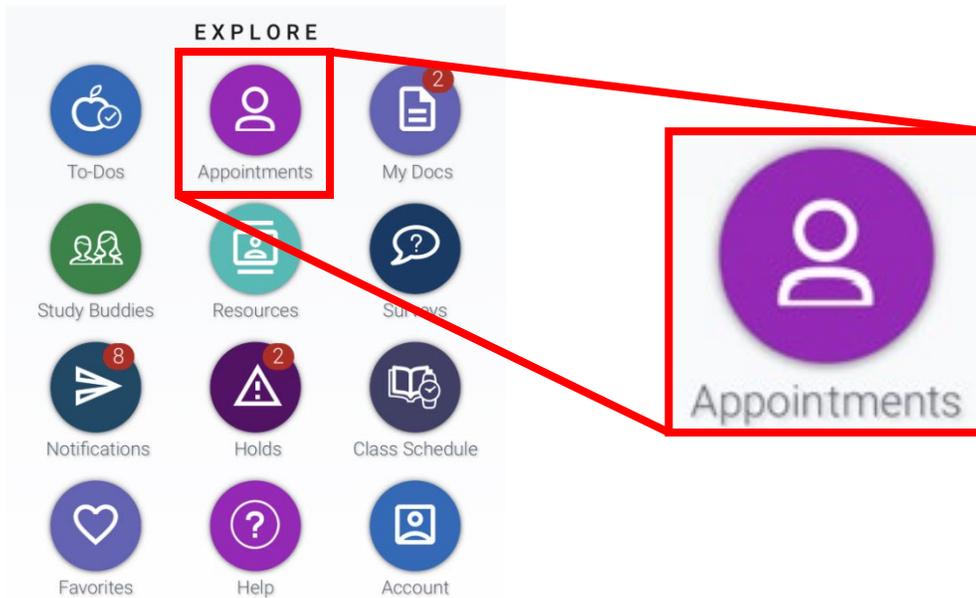
On Android:



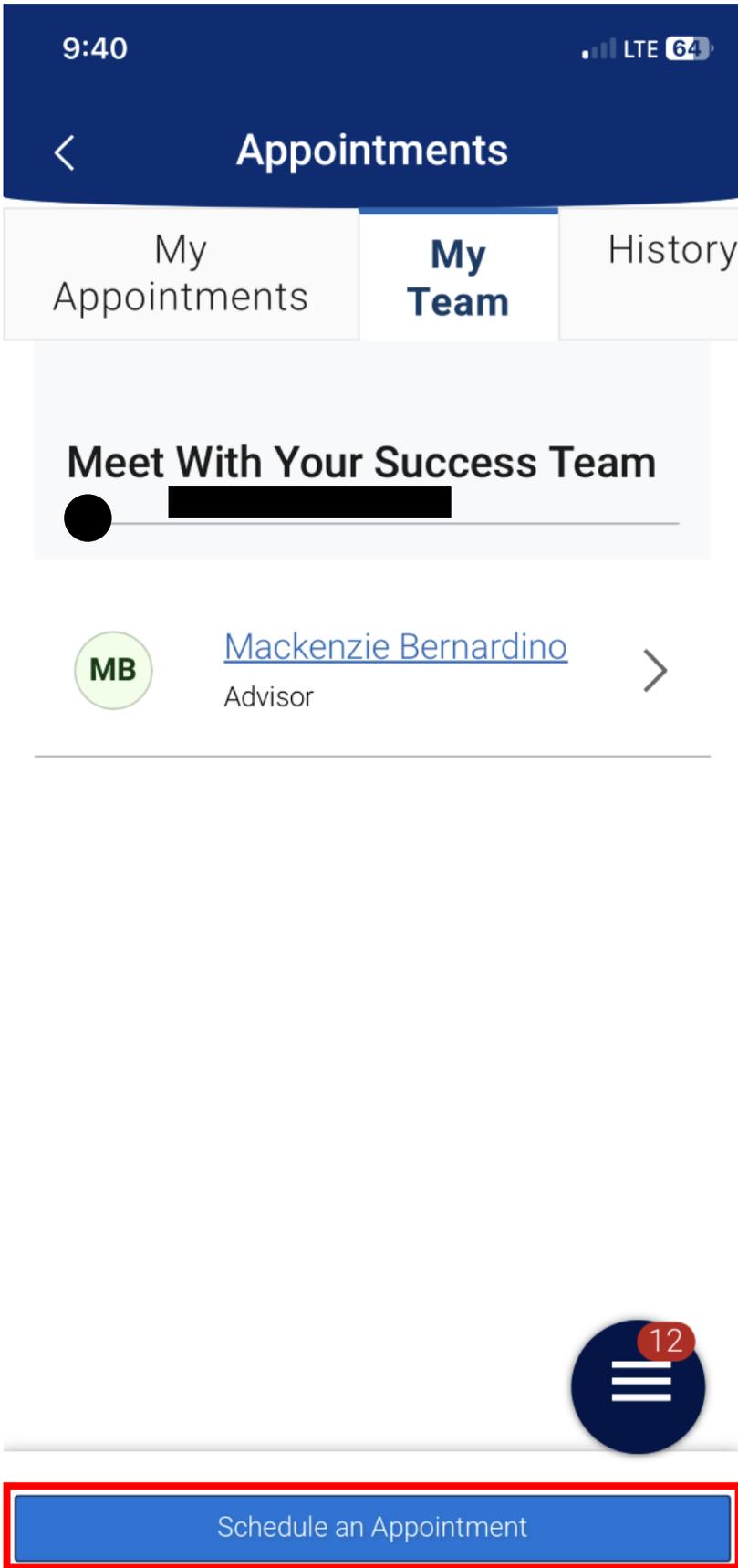
On iPhone:



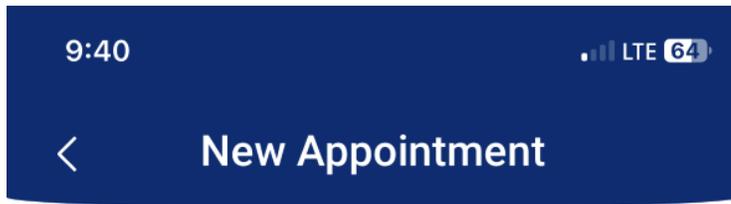
Log in with your normal UT Tyler credentials. From the main screen, click on the "Appointments" icon.



Select the "My Team" tab at the top. Click the blue button at the bottom of this screen to create a new appointment.



Fill out the form by selecting your choices from the drop down menus. As the instructions mention, if you cannot find what you are looking for, try selecting different appointment options to see other services available. Once you've filled out the form, click on the blue "Find Available Time" button.



appointment. If you cannot find something that you are looking for, try the other appointment options to see

[Show More](#) ▾

*What type of appointment would you like to schedule?

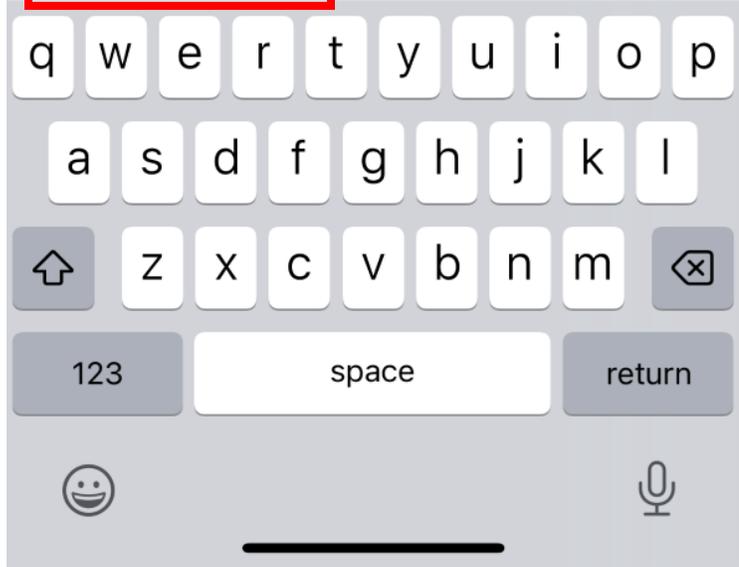
ADVISING X ▾

*Service

90+ Credit Hours Check
Change of Major/Minor
Student File Review

12

[Find Available Time](#)



This brings up a page of available timeslots for your advisor. Select any of the times to continue to the next step.

9:40 LTE 64

< **New Appointment** >

ADVISING STUDENT FILE REVIEW

School of Psychology

 [2 People](#)

[View individual availabilities](#)

Mon, Apr 24th

1:00 - 2:00 PM 2:00 - 3:00 PM

Tue, Apr 25th

10:00 - 11:00 AM 2:00 - 3:00 PM

Wed, Apr 26th

9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM

1:00 - 2:00 PM 2:00 - 3:00 PM

Thu, Apr 27th

9:00 - 10:00 AM 10:00 - 11:00 AM 2:00 - 3:00 PM

Mon, May 1st

11:00 - 12:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM

Tue, May 2nd 



The final step is to review your request and confirm your schedule. If all the details look correct, click on the blue "Schedule" button at the bottom to schedule your appointment.

9:40 LTE 64

< Review Appointment Details and Confirm

What type of appointment would you like to schedule?

Advising

Service

Student File Review

Date

04/24/2023

Time

1:00 PM - 2:00 PM

Location

School of Psychology

Staff

Ceselie Tobin

Details

Thank you for scheduling an appointment- I look forward to meeting with you!

Please check your student account prior to appointment to review any possible holds. We are meeting to select classes for the next

semester, please review your academic progress

what you would like to take.

Phone Appointments. I will give you a call at your



Schedule