Schedule an Appointment

1.) Go to NAVIGATE.UNT.EDU. Follow the instructions to download the mobile app or visit the desktop version here: https://unt.navigate.eab.com/

2.) Login with your UNT EUID and password, if prompted.

3.) Select the APPOINTMENTS icon on the mobile app or the APPOINTMENTS option on the left-hand menu from the desktop version

   **Mobile App**

   ![Mobile App Image]

   **Desktop Version**

   ![Desktop Version Image]

4.) Select the SCHEDULE AN APPOINTMENT button.
   a. Mobile App: Bottom of the device
   b. Desktop Version: Top Right

If you have any questions or problems with scheduling, please email navigate@unt.edu
5.) Fill in the appropriate drop-downs based on what you need.

Pay special attention to the blue headings that may provide additional details about services.

6.) Pick a date (appointment options will show for multiple dates surrounding the date you choose)

7.) Select FIND AVAILABLE TIME

Find Available Time

If you have any questions or problems with scheduling, please email navigate@unt.edu
8.) Review the available times and days and use the filters as appropriate to find specific staff members or a particular appointment mode (online, in-person, etc.). On the MOBILE APP, the filters can be found on the top right under the icon. On the DESKTOP version, the filters are on the left-hand side under the calendar.

Mobile App

Desktop Version

9.) Select your chosen time/date by choosing the corresponding bubble

If you have any questions or problems with scheduling, please email navigate@unt.edu
10.) Review the details of your appointment

<table>
<thead>
<tr>
<th>What kind of assistance do you need?</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Pre-Medical Advising</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/09/2021</td>
<td>3:30 PM - 4:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Professions Advising - Hickory Hall 256</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chelsea Bassett (Your Advisor)</td>
</tr>
</tbody>
</table>

11.) If you have not already filtered for an appointment mode, you will be prompted to select a meeting type of Online, In-Person, or Phone depending on what is available based on the appointment time you selected.
   a. Each office determines its own meeting types, so all three modes may not be available for your office.
   b. If you do not see your preferred meeting type on the date/time you selected, you will need to GO BACK and select a new date/time and use the filters to choose your preferred meeting type.

12.) Add in comments for the appointment, select your preferred reminders, and select SCHEDULE.

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