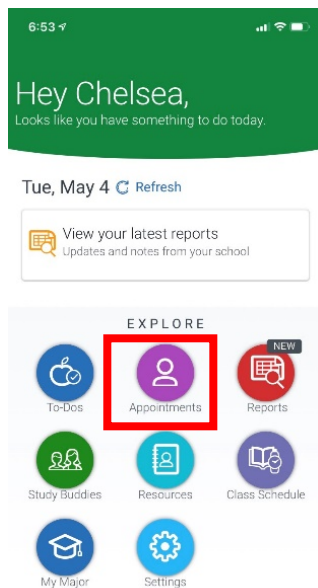




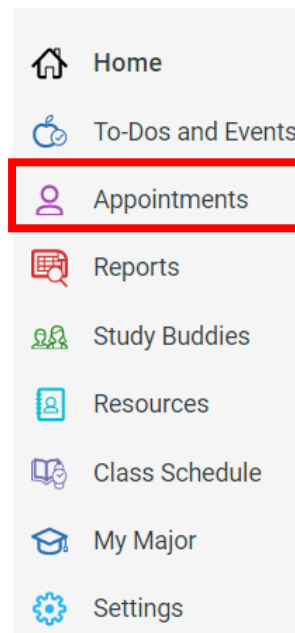
## Schedule an Appointment

- 1.) Go to [NAVIGATE.UNT.EDU](https://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



### Desktop Version



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

Schedule an Appointment

If you have any questions or problems with scheduling, please email [navigate@unt.edu](mailto:navigate@unt.edu)



**5.) Fill in the appropriate drop-downs based on what you need.**

**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 available options for dropping in or requesting an appointment.

\*What kind of assistance do you need?  
[Dropdown menu]

\*Service  
[Dropdown menu]

Pick a Date ⓘ  
Monday, December 6th 2021 [Dropdown menu]

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

\*Service (scroll for all options)

**Health Professions Advising**

Pre-Chiropractic Advising

Pre-Dental Advising

Pre-Medical Advising

Pre-Nursing Advising

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

**7.) Select FIND AVAILABLE TIME**

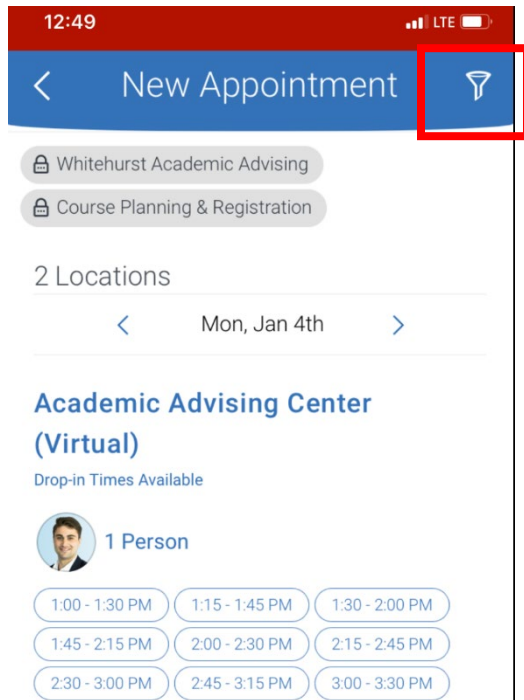


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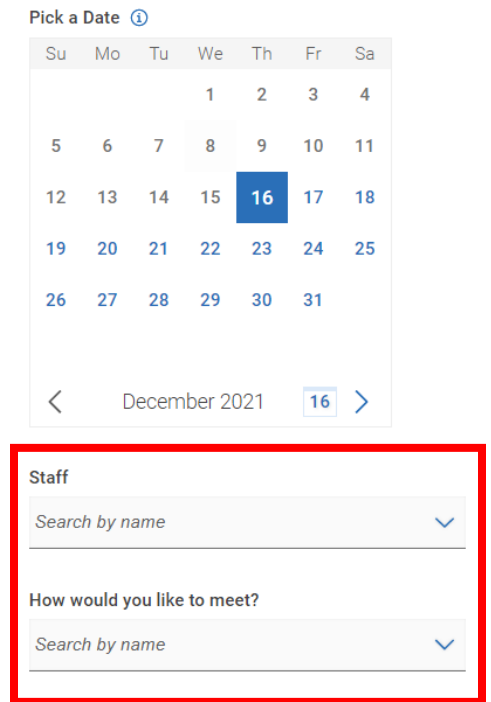


8.) Review the available times and days and use the filters as appropriate to find specific staff members or a particular appointment mode (online, in-person, etc.). On the MOBILE APP, the filters can be found on the top right under the icon. On the DESKTOP version, the filters are on the left-hand side under the calendar.

### Mobile App



### Desktop Version



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



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**10.) Review the details of your appointment**

<b>What kind of assistance do you need?</b> Academic Advising	<b>Service</b> Pre-Medical Advising
<b>Date</b> 12/09/2021	<b>Time</b> 3:30 PM - 4:00 PM
<b>Location</b> Health Professions Advising - Hickory Hall 256	
<b>Staff</b> Chelsea Bassett (Your Advisor)	

- 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.

**\*How would you like to meet?**

Search by name ▼

You are seeing the meeting types available for this time slot.

**Would you like to share anything else?**

Add your comments here

Email Reminder  
Reminder will be sent to [REDACTED]

Text Message Reminder

Phone Number for Text Reminder

[REDACTED]

**Schedule**

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

If you have any questions or problems with scheduling, please email [navigate@unt.edu](mailto:navigate@unt.edu)