This guide provides a general overview of your experience in Navigate.

1. To access Navigate, go to my.ccc.edu and click “LOGIN.”
   Enter your CCC username and password.

2. Click the ‘Quick Access’ tile.

3. Click the ‘Navigate’ tile.

4. From the homepage, you can:
   - View your class schedule and grades
   - View upcoming appointments
   - See any upcoming visits
   - Be notified of any messages/access inbox
   - Schedule an appointment with an advisor or tutor
   - Message an instructor
   - Access your calendar
   - View your Success Team
5 First, depending on what information you are looking for within your profile, you should select the applicable term from the drop-down menu.

6 You can view your Classes This Term by default when initially logging in, or by clicking the Class Information tab.

Within this feature, you can select the box next to the course in question and from the Actions menu, select Send Message to Professor. This will generate Send E-mail Message box where you can send your instructor a message. The instructor’s contact information automatically populates, so you do not need to search for your instructor’s contact information.

When posted, you will be able to view your mid-term and final grades in this section as well.

7 Within the Reports tab, you can review any Appointment Summaries and Notes.
In the Calendar tab, you can view your advising appointments, courses, and assignments in calendar format. The type of event is color-coated according to type.

The calendar can be printed as a PDF in calendar or list format.

The calendar can be viewed as a day, week, or month.

The calendar can also be accessed via the side panel icons.

To view My Conversations, click on the envelope icon on the side panel. Here you will find your message history, including emails sent to instructors, messages with your advisors/tutors, confirmation emails for upcoming appointments, etc.

You can filter your messages by clicking the boxes next to View Personal Messages Only and/or View Unread Only, or you can search for a specific communication in the search bar.
You can schedule an appointment with your advisor or tutors or sign up for New Student Orientation via the **Schedule an Appointment** button. For detailed instructions on this process, please review the following help guides: “Student – Requesting Tutoring Appointment,” “Student – Requesting Advising Appointment,” and “Student – Requesting New Student Orientation Appointment.”

You can also access **Quick Links** as well as view **Current Visits** and **Upcoming Appointments** on your student homepage.

In the **Student Success Team**, you can view your advisor as well as your instructors for that term. By clicking the envelope under each name, you can send a message directly to them.