
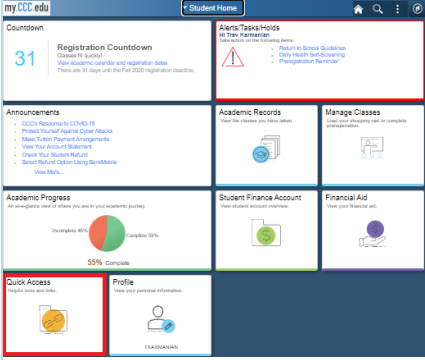
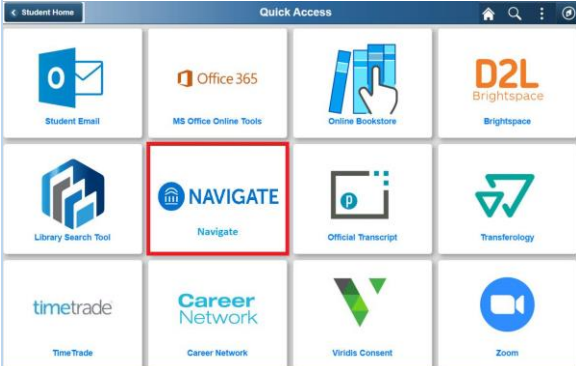


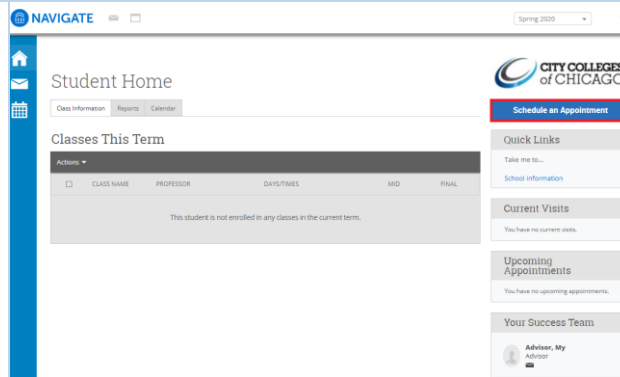
This guide illustrates step-by-step instructions to schedule New Student Orientation Appointments in Navigate.

<p><b>1</b> To schedule a New Student Orientation in Navigate, you should go to <a href="http://my.ccc.edu">my.ccc.edu</a> and click <b>“LOGIN.”</b></p>	 <p>The screenshot shows the my.ccc.edu website. On the left, there is a banner for 'WELCOME City Colleges Student' with a photo of a student. Below the banner is a blue bar with the text 'Looking for your tuition payment deadline?' and a link to 'Log into My.CCC.edu &gt; Alerts/Tasks/Holds'. On the right, there is a login section with a 'LOGIN' button and a 'Forgot Password?' link. Below the login section, there are links for 'Search Classes', 'Class Search Guide', 'Need Help Logging In?', and 'Want to Learn More?'.</p>
<p><b>2</b> Click the <b>‘Quick Access’</b> tile.</p>	 <p>The screenshot shows the 'Student Home' dashboard on my.ccc.edu. The dashboard is divided into several sections: 'Countdown' (Registration Countdown: 31 days), 'Announcements', 'Academic Progress' (55% Complete), 'Academic Records', 'Student Finance Account', 'Financial Aid', 'Quick Access' (highlighted with a red box), and 'Profile'. The 'Quick Access' tile is located in the bottom left corner of the dashboard.</p>
<p><b>3</b> Click the <b>‘Navigate’</b> tile.</p>	 <p>The screenshot shows the 'Quick Access' section of the my.ccc.edu dashboard. It contains a grid of tiles for various services: Student Email, Office 365, Online Bookstore, D2L Brightspace, Library Search Tool, <b>NAVIGATE</b> (highlighted with a red box), Official Transcript, Transferlogy, Time Trade, Career Network, Viridis Consent, and Zoom.</p>

4 Click on the **'Schedule an Appointment'** button.

Next, you will click the dropdown menu and select the type of appointment. In this case, you will select **New Student Orientation**.

Then, select the **reason** you want to meet. In this case, you will select **'New Student Orientation and Registration.'**



What type of appointment would you like to schedule?

-- please choose one --  
 -- please choose one --  
 Advising  
**New Student Orientation**  
 Tutoring

Choose from the following options and click Next.

-- please choose one --  
 -- please choose one --  
**New Student Orientation and Registration**

5 Now, select the **location** and **who you would like to meet with**. You may select more than one person, or, if you do not have a preference, you can click 'Next' without making a selection.

Click **Next**.

You will see availability to schedule an appointment for the service and location you selected.

**Note:** When you make a group appointment, the comments you make at the scheduling confirmation on the next page are public and viewable by other users.

Select a **time** and click **Next**.

What location do you prefer?

Carnegie Hall

Who would you like to meet with? You may choose more than one person.

✕ Presenter, New Student Orientation

*If you don't have a preference, just click Next.*



Tue, Jul 21	Wed, Jul 22	Thu, Jul 23	Fri, Jul 24	Sat, Jul 25
Morning N/A	Morning N/A	Morning N/A	Close <b>9:00am ET</b>	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A		Afternoon N/A

\* All times listed are in Eastern Time (US & Canada).

refreshed at 10:24am ET.

◀ Back

Next ▶

**6** Review your **Appointment Details** prior to confirming.

**Additional Details** are notes for your presenter that they can review prior to your meeting.

The free form text box presented is where you can send a note detailing your needs for the appointment. It helps the college prepare ahead of time if you have unique needs for the meeting.

Select how you want to be notified and reminded of your appointment. You can receive an **email and/or text**.

Click the **'Confirm Appointment'** button.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

### Appointment Details

**Who:** with New Student Orientation Presenter (and up to 29 others)  
**When:** Friday, July 24 9:00am - 10:30am ET  
**Where:** Carnegie Hall  
**Why:** New Student Orientation and Registration

### Additional Details

Please be prepared to attend the 90 minute session and be ready to participate in this interactive session.

Is there anything specific you would like to discuss with New ?

Can you please discuss how to register for classes in this session?

Send Me an Email

Send Me a Text

Please provide your mobile number

Comments for your staff...

[← Back](#)

[Confirm Appointment](#)

**7** Your appointment is now scheduled.

All attendees of the scheduled orientation session will be notified.

Success! Your Appointment Has Been Created

### Appointment Details

**Who:** New Student Orientation Presenter  
**Why:** New Student Orientation and Registration  
**When:** Fri Jul 24, 2020 9:00am - 10:30am ET  
**Where:** Carnegie Hall  
**Additional Details:**

Please be prepared to attend the 90 minute session and be ready to participate in this interactive session.

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

**END OF PROCESS**