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

1. To schedule a New Student Orientation in Navigate, you should go to my.ccc.edu and click “LOGIN.”

2. Click the ‘Quick Access’ tile.

3. Click the ‘Navigate’ tile.
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**.’

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**.
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.

7 Your appointment is now scheduled.

All attendees of the scheduled orientation session will be notified.

END OF PROCESS