

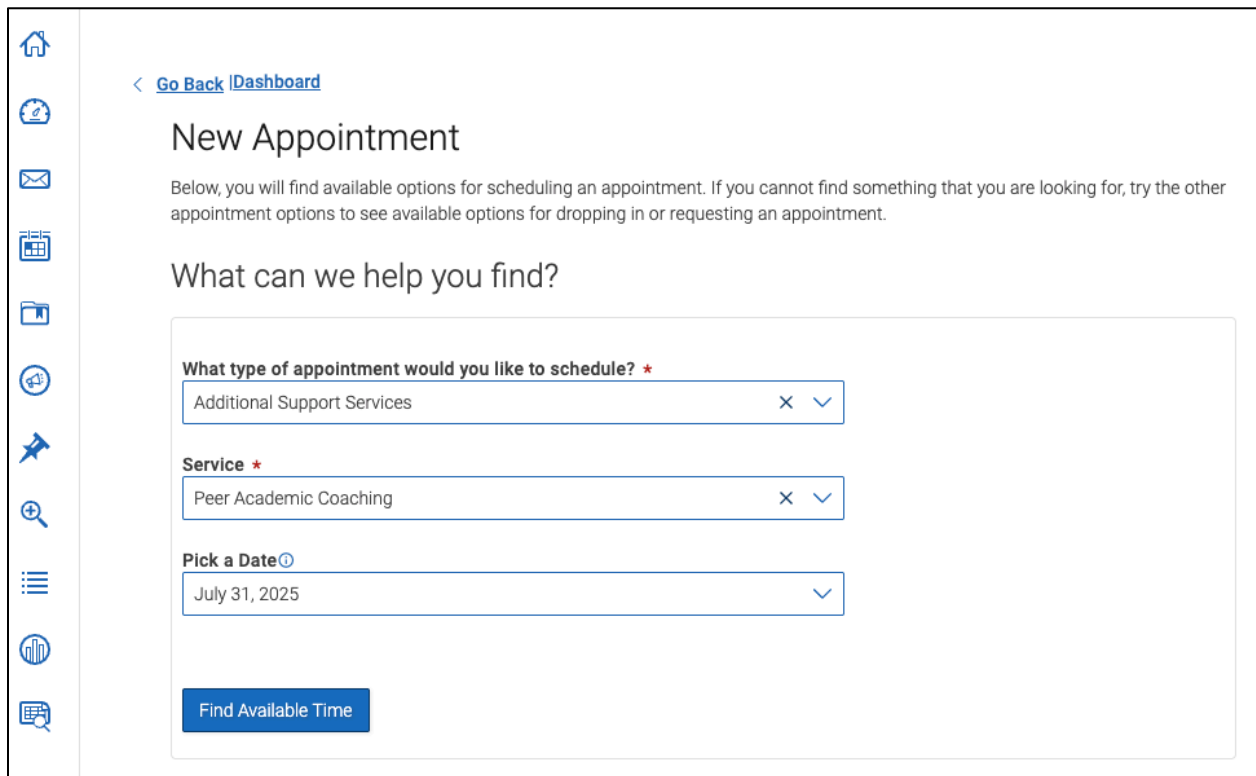
## How to Make an Individual Appointment for Academic Coaching

1. Go to **Navigate** at <http://vt.navigate.eab.com> and sign in with your PID and password.
2. Click the blue **Schedule an Appointment** button.



This screenshot shows the 'Appointments' page. At the top left, there is a link '< Go back | Dashboard'. On the top right, there is a blue button labeled 'Schedule an Appointment'. Below the main heading 'Appointments', there are three tabs: 'My Appointments' (which is selected and highlighted with a blue underline), 'My Team', and 'History'.

3. For “What type of appointment would you like to schedule?” select **Additional Support Services**.
4. For “Service”, select either **Peer Academic Coaching** or **Professional Academic Coaching** under the **Student Success Center** heading.



This screenshot shows the 'New Appointment' page. On the left side, there is a vertical sidebar with various icons. The main content area has a heading 'New Appointment' and a subtext: '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.' Below this, there is a section titled 'What can we help you find?'. Inside this section, there are three dropdown menus: 1. 'What type of appointment would you like to schedule? \*' with 'Additional Support Services' selected. 2. 'Service \*' with 'Peer Academic Coaching' selected. 3. 'Pick a Date ⓘ' with 'July 31, 2025' selected. At the bottom of this section is a blue button labeled 'Find Available Time'.

[Go Back](#) | [Dashboard](#)

## New Appointment

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 can we help you find?

**What type of appointment would you like to schedule? \***

Additional Support Services

**Service \***

Professional Academic Coaching

**Pick a Date**

July 31, 2025

Find Available Time

5. Click the blue **Find Available Time** button.

Service

Peer Academic Coaching

Pick a Date

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November 2021

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Staff

Search by name

How would you like to meet?

Search by name

Location

Search by name

Course

Select course

View individual availabilities

Tue, Nov 16th

6:30 - 7:00 PM

8:00 - 8:30 PM

8:30 - 9:00 PM

Wed, Nov 17th

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

5:30 - 6:00 PM

6:30 - 7:00 PM

7:30 - 8:00 PM

8:00 - 8:30 PM

Thu, Nov 18th

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

6:00 - 6:30 PM

6:30 - 7:00 PM

Fri, Nov 19th

9:00 - 9:30 AM

9:30 - 10:00 AM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

Mon, Nov 29th

12:30 - 1:00 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

4:30 - 5:00 PM

Tue, Nov 30th

9:00 - 9:30 AM

9:30 - 10:00 AM

10:00 - 10:30 AM

10:30 - 11:00 AM

11:00 - 11:30 AM

11:30 - 12:00 PM

12:00 - 12:30 PM

12:30 - 1:00 PM

1:00 - 1:30 PM

1:30 - 2:00 PM

6:30 - 7:00 PM

8:00 - 8:30 PM

8:30 - 9:00 PM

Wed, Dec 1st

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

5:30 - 6:00 PM

6:30 - 7:00 PM

7:00 - 7:30 PM

7:30 - 8:00 PM

8:00 - 8:30 PM

Thu, Dec 2nd

12:00 - 12:30 PM

12:30 - 1:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

5:30 - 6:00 PM

6:00 - 6:30 PM

6:30 - 7:00 PM

Fri, Dec 3rd

9:00 - 9:30 AM

9:30 - 10:00 AM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

6. You will now see all of the appointment options for this service.

- a. You will see the appointment times available for Peer Academic Coaching or Professional Academic Coaching.
  - b. You can search based on a specific coach, or by meeting types (in-person versus virtual) in the left column under the calendar.
7. Once you click on an appointment time that works for you, be sure to review all details of the appointment, including whether the meeting is virtual or in-person, and then click **Schedule**.