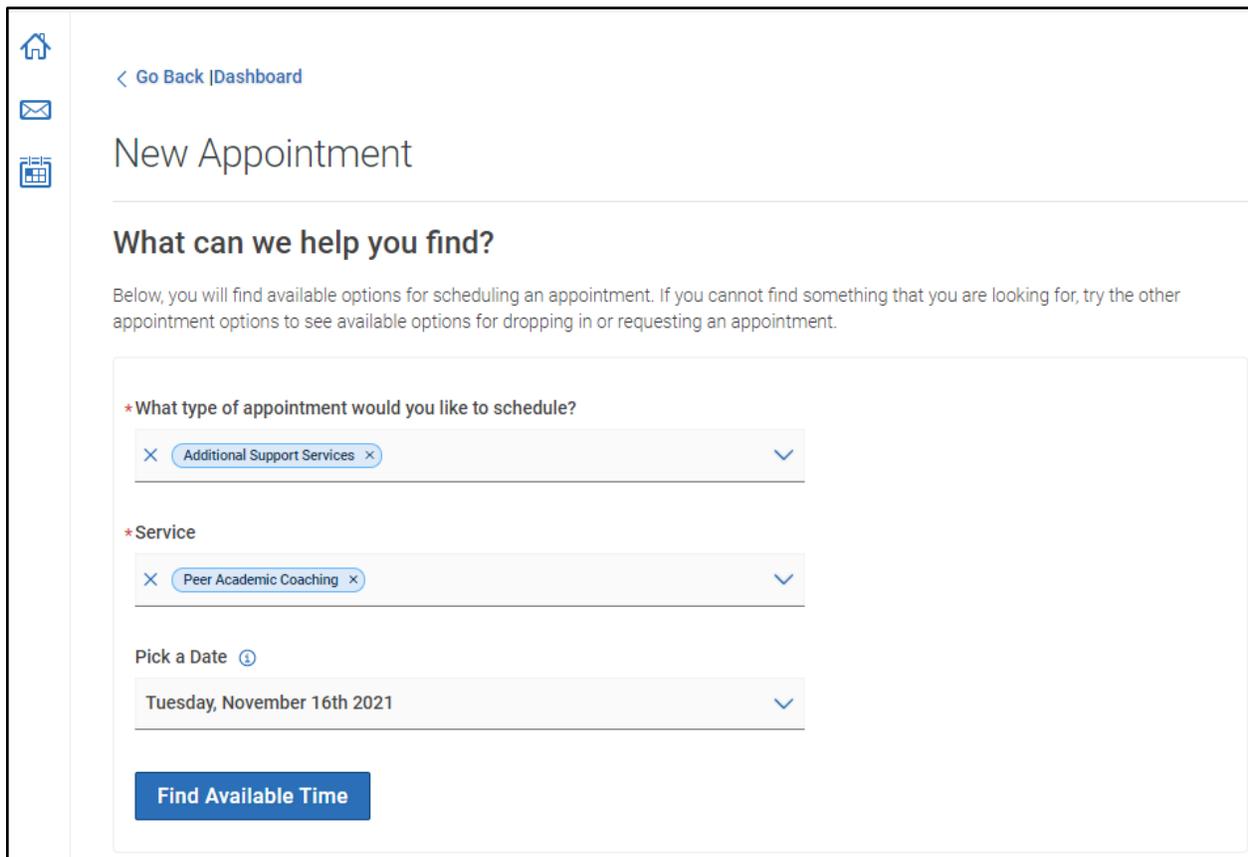


## How to Make an Individual Appointment for Peer Academic Coaching

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.



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



A screenshot of the 'New Appointment' form in the Navigate system. On the left side, there is a vertical sidebar with three icons: a home icon, an envelope icon, and a calendar icon. The main heading is 'New Appointment'. Below the heading, there is a section titled 'What can we help you find?' with 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.' The form contains 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 'Tuesday, November 16th 2021' selected. At the bottom of the form, there is a blue button labeled 'Find Available Time'.

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

The screenshot shows the NAVIGATE interface for finding available appointment times. On the left sidebar, the service is set to "Peer Academic Coaching". A calendar is displayed for November 2021, with the 16th selected. Below the calendar are search filters for Staff, "How would you like to meet?", Location, and Course. The main content area, titled "View individual availabilities", shows a list of dates from Tuesday, Nov 16th to Friday, Dec 3rd. Each date has a row of appointment time slots in blue buttons, such as "6:30 - 7:00 PM", "8:00 - 8:30 PM", and "9:30 - 10:00 AM".

6. You will now see all of the appointment options for this service.
- You will see the appointment times available for Peer Academic Coaching
  - 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**.