How to Make an Individual Appointment for Peer Academic Coaching

1. Go to Navigate at [http://vt.campus.eab.com](http://vt.campus.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.


5. Click the blue Next button.
6. Next you will be able to view available appointment times or search for appointments with specific peer academic coaches (the initials at the top). **Select the appointment** you would like to reserve.

7. On the last screen, you will see who your appointment is with, the Zoom link where the appointment will take place, and an area to enter additional comments. If everything looks right, click the blue **Confirm Appointment** button.