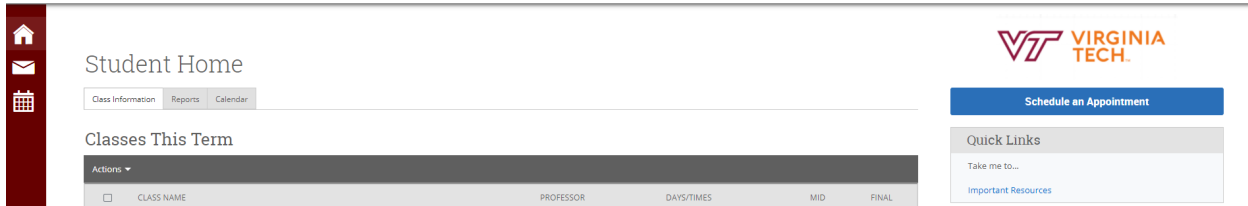


## How to Make an Individual Appointment for Peer Academic Coaching

1. Go to **Navigate** at <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**.
4. For “Service” select **Peer Academic Coaching** under the **Student Success Center** heading.

A screenshot of the 'New Appointment' form. The page has a left sidebar with home, email, and calendar icons. The main content area has a header with '< Go Back |Dashboard' and 'New Appointment'. Below this is a section titled 'What can we help you find?' with a paragraph of text. The form contains three dropdown menus: 'What type of appointment would you like to schedule?' with 'Additional Support Services' selected, '\*Service' with 'Peer Academic Coaching' selected, and 'Pick a Date' with 'Tuesday, November 16th 2021' selected. A blue 'Find Available Time' button is at the bottom.

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



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
  - 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**.