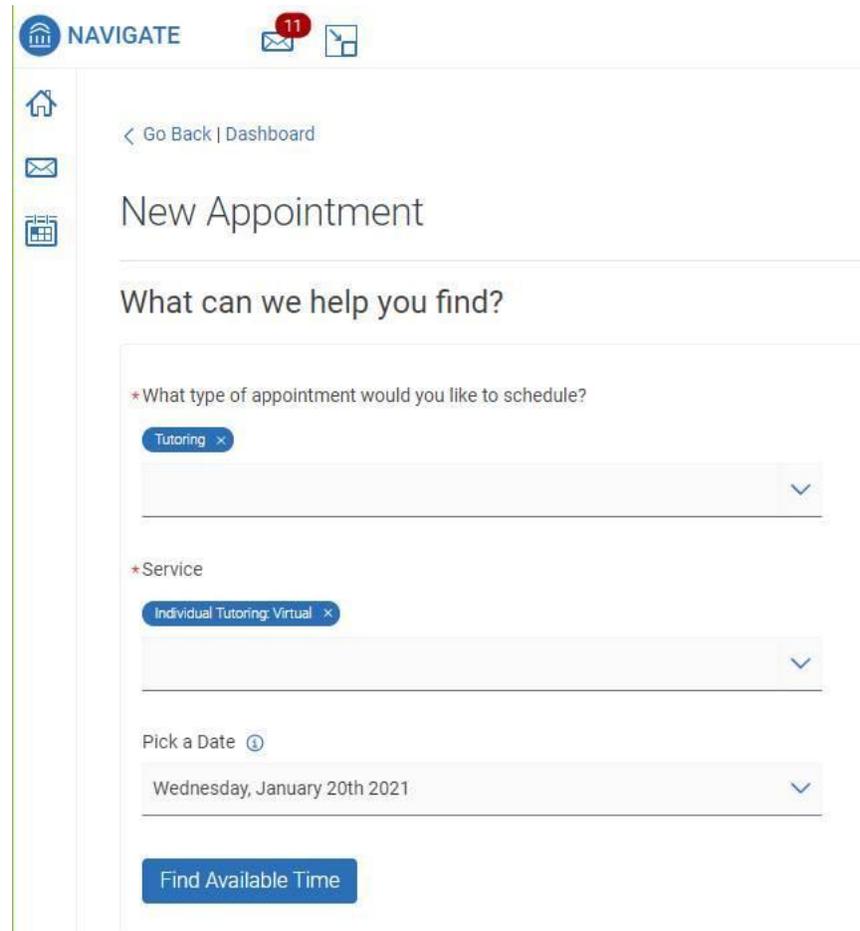


How to Make an Individual Appointment for Tutoring

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 **Tutoring**.
4. For Service, select **Individual Tutoring: In Person** or **Virtual**.

A screenshot of the 'New Appointment' form in the Navigate system. The top left shows the 'NAVIGATE' logo and a notification icon with the number '11'. Below the logo is a sidebar with icons for home, email, and calendar. The main content area has a header 'New Appointment' and a sub-header 'What can we help you find?'. The form contains three dropdown menus: the first is labeled '*What type of appointment would you like to schedule?' and has 'Tutoring' selected; the second is labeled '*Service' and has 'Individual Tutoring: Virtual' selected; the third is labeled 'Pick a Date' and has 'Wednesday, January 20th 2021' selected. At the bottom of the form is a blue button labeled 'Find Available Time'.

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

- You will see a list of classes that you are enrolled in that we support with tutoring. If one of your classes is not showing up, that means there is not currently any tutoring available for that course. **Select the class** you would like to schedule an appointment for.

NAVIGATE

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New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

September 2023 < 1 >

S	M	T	W	T	F	S
					1	2

TUTORING **INDIVIDUAL TUTORING: VIRTUAL**

Gilbert Place, Suite 2001

i Please select one of the courses below to see available times at this location.

- [Principles of Biology \(BIOL-1105\)](#)
- [Elementary Calculus \(MATH-1025\)](#)
- [Principles of Biology Laboratory \(BIOL-1115\)](#)

- Next you will be able to view available appointment times or search for appointments with specific tutors (the initials at the top). **Select the appointment** you would like to reserve.

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

New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Staff

How would you like to meet?

Location

Course

TUTORING | INDIVIDUAL TUTORING: VIRTUAL | PRINCIPLES OF BIOLOGY X

Gilbert Place, Suite 2001

Tue, Sep 5th

Wed, Sep 6th

Thu, Sep 7th

Sun, Sep 10th

Mon, Sep 11th

Tue, Sep 12th

Wed, Sep 13th

Thu, Sep 14th

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