



How to Schedule appointment with your Program Counselor/Advisor in Navigate

Navigate For CPTC Students: *Navigate is a tool that students use to make appointments and located campus resources.*

Step 1: Go to Navigate.

- Navigate can be accessed using the **Navigate Student** app

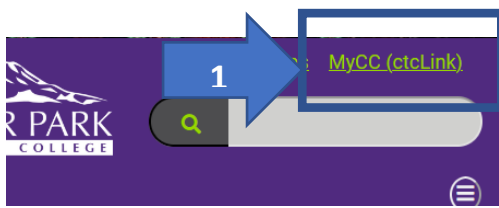
1 Download the Navigate Student app from your device's app store.

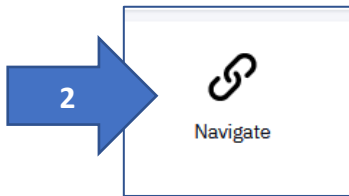
Search for your institution's name in the dropdown menu. Use your institution's login credentials to log in.

- -Or from the direct CPTC Navigate web site <https://cptc.navigate.eab.com/> (Use Chrome or Firefox browser for best results)
- -Or from the main CPTC website Go to www.cptc.edu then

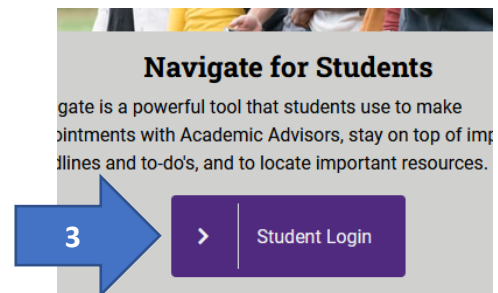
→ click on **MyCC (ctcLink)**



→ Click on the **Navigate** Tile

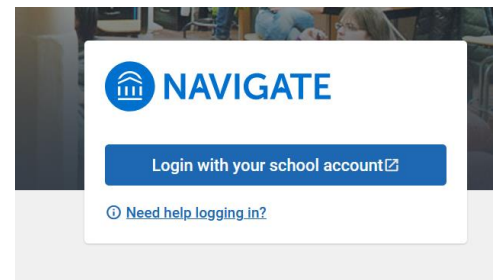


→ then click **Student Login**



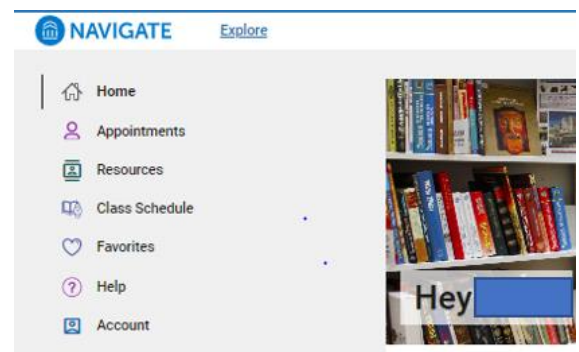
Step 2: Log in using the same information you use for your Canvas Login

Click on the “Navigate for Students” Icon. Accept conditions.



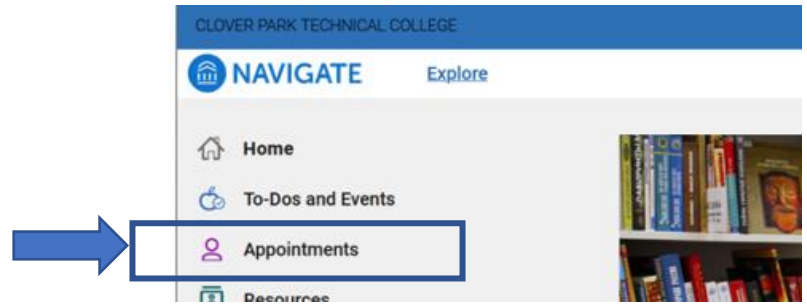
Student Dashboard View

- “Home” screen where you will see welcoming & date.
- “Appointments” will display any planned appointments and is where you can schedule an appointment.
- “Resources” will display resources available at CPTC.
- “Class Schedule” will display current term classes.
- “Account” will display name & ctcLink ID & email address.

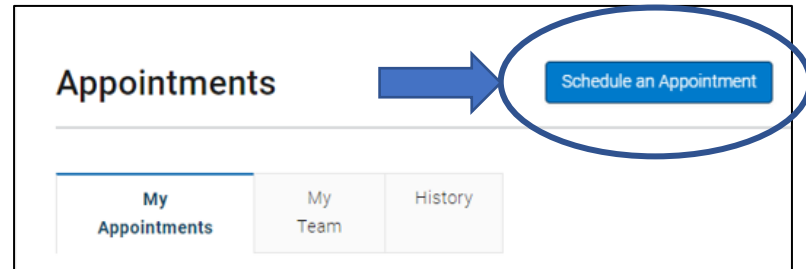


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Step 3: Click on Appointments Tab



Step 4: Click the Blue button “Schedule an Appointment”

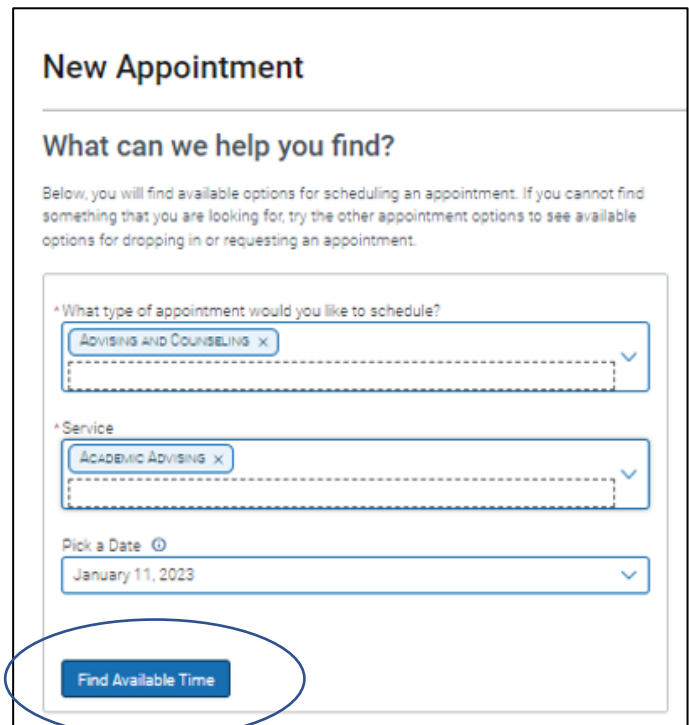


Step 5: Select “New Appointment” a window will open

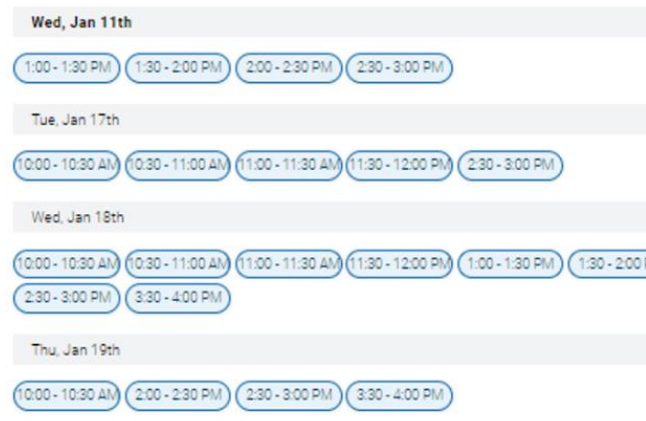
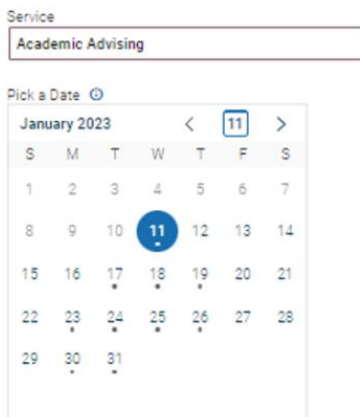
Click the Blue button “Schedule or Drop In for an Appointment”

The following will open:

- Choose What type of appointment would you like to schedule: “**Advising and Counseling**”
- Then choose the “**Service**”.
- Then Pick a Date and click on “**Find a available time**”



Step 6: Select a date and time



Continue on next page

Step 7: Complete the Select form

- Select how you like to meet (phone, online, in-person)
- Enter phone number for text reminder
- Click the blue "Submit" button


Review Appointment Details and Confirm

What type of appointment would you like to schedule? Advising and Counseling	Service Academic Advising
Date 01/11/2023	Time 1:00 PM - 1:30 PM
Location Advising Office - Lakewood Campus - Building 17	
*How would you like to meet? <input type="text" value="Search by type"/>	
You are seeing the meeting types available for this time slot.	
Would you like to share anything else? <input type="text" value="Add your comments here"/>	
Email Reminder <input checked="" type="checkbox"/>	
Reminder will be sent to clara.meyer@cptc.edu	
Text Message Reminder <input checked="" type="checkbox"/>	
Phone Number for Text Reminder <input type="text"/>	
<input type="button" value="Schedule"/>	



You will then see this screen confirming your appointment was scheduled.

Success!



Appointment Scheduled
Great job scheduling your appointment!

Navigate Help

Trouble Logging in?

- Contact Gordon Walters for help resolving your issues. Gordon.Walters@cptc.edu
- You are unable to use Navigate you can call the main Advising & Counseling number to speak with a staff person to schedule an advising appointment: **253-589-5548**