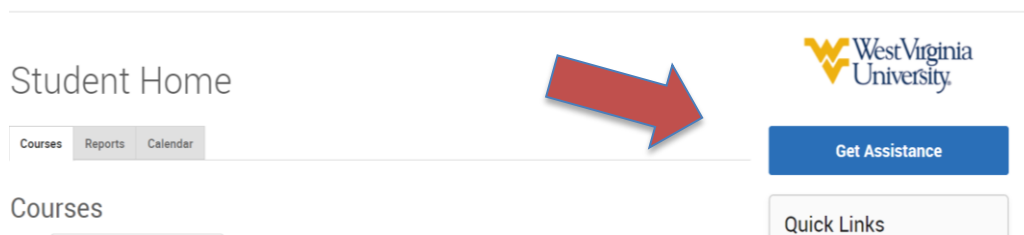


Creating an Appointment Through Navigate

1. Click on Navigate in your WVU Portal. (or visit: wvu.campus.eab.com)
2. Log in with your WVU credentials.



3. Click “Get Assistance” located on the right-hand side.

New Appointment

What can we help you find?

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.

What type of appointment would you like to schedule? *

Service *

Pick a Date📅

[Find Available Time](#)

4. Make your desired selections from the drop-down menus for Type and Service and Date, then click “Find Available Time”. For Success Coaching

and Peer Study Groups, select “Success Coaching” for type of appointment. Then select the appropriate service.

The screenshot displays a scheduling interface with the following elements:

- Service Type:** A dropdown menu set to "Success Coaching".
- Service:** A dropdown menu set to "Peer Study Group".
- Date Picker:** A calendar for December 2024 with the 16th selected.
- Staff:** A search box labeled "Search by name".
- How would you like to meet?:** A search box labeled "Search by type".
- Location:** A dropdown menu set to "3rd Floor Student Services Building". A red arrow points to this dropdown.
- Calendar View:** On the right, a calendar view shows "Wed, Dec 18th" and "Fri, Dec 20th" with time slots: 10:30 - 11:30 AM, 11:30 - 12:30 PM, 12:30 - 1:30 PM, 1:30 - 2:30 PM for Wednesday, and 8:00 - 9:00 AM, 9:00 - 10:00 AM, 10:00 - 11:00 AM, 11:00 - 12:00 PM for Friday.

5. When you arrive at the scheduling page, you’ll likely see many options. You’ll want to drill down with the drop-down filters on the bottom left.

Choose your preferred location and staff.

6. Select Date & Time

Sat, Apr 29th

4:00 - 5:00 PM 5:00 - 6:00 PM 6:00 - 7:00 PM 7:00 - 8:00 PM 8:00 - 9:00 PM

Sun, Apr 30th

11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM

Mon, May 1st

12:00 - 1:00 PM 2:00 - 3:00 PM 2:30 - 3:30 PM 3:00 - 4:00 PM 3:30 - 4:30 PM

10:00 - 11:00 PM

Tue, May 2nd

11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM

7. Review appointment details and hit "Schedule"

8. You will receive an appointment confirmation email to your MIX email account.