

How to Schedule a Success Coaching Appointment

Step 1: Log into Navigate

Use your SU credentials to log into the Navigate platform.

Step 2: Schedule an Appointment

1. Click **“Schedule an Appointment.”**
2. Use the dropdown menus to follow this path:
 - **What type of appointment would you like to schedule?** → *Success Coaching*
 - **What type of service?** → *Success Coaching*
 - **Pick a date** → *(select the date you would like to meet)*
3. Click **“Find Available Time.”**

Step 3: Choose Location and Staff

1. Click the drop down under “Staff” to select the coach you would like to meet with. Leave blank if you do not have a preference
2. Select whether you would like to meet in-person or virtually by clicking the drop-down under “How you would like to meet?”
3. Select Center for Student Achievement for the drop-down under the “Location” tab.
4. Choose a date and time to meet by clicking on that specific date/time on the center of the page.

Step 4: Review Appointment Details and Confirm

1. (Optional) In the textbox under “Would you like to share anything else?” type in anything you would like to focus on specifically during your meeting.
2. (Optional) Provide your **cell phone number** if you'd like to receive text reminders.
3. Click **“Schedule.”**
4. You will receive an email confirmation from Navigate once your appointment is scheduled.