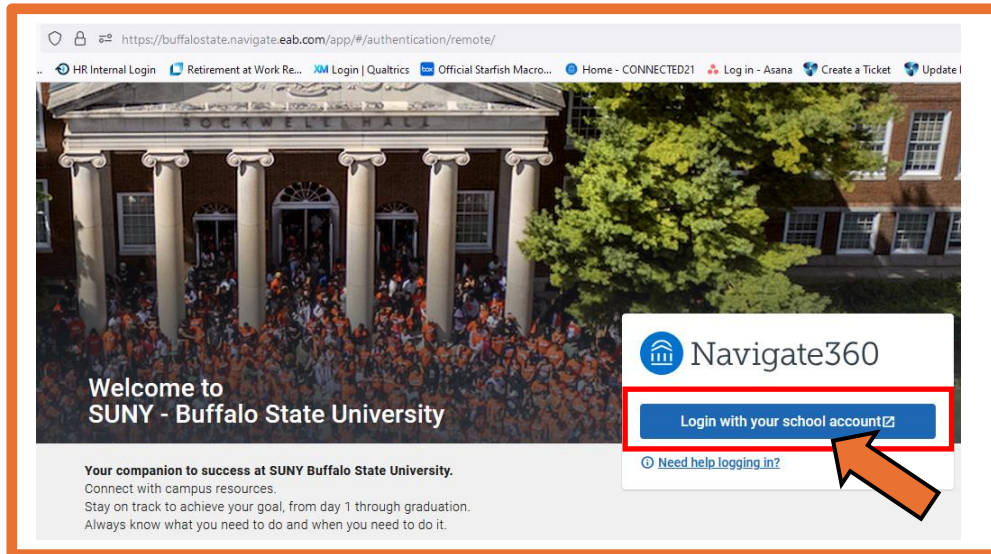


## Navigate: How to Schedule Appointments – Student Desktop Site

Using Chrome or Firefox, go to the **Navigate Student Desktop Site**:

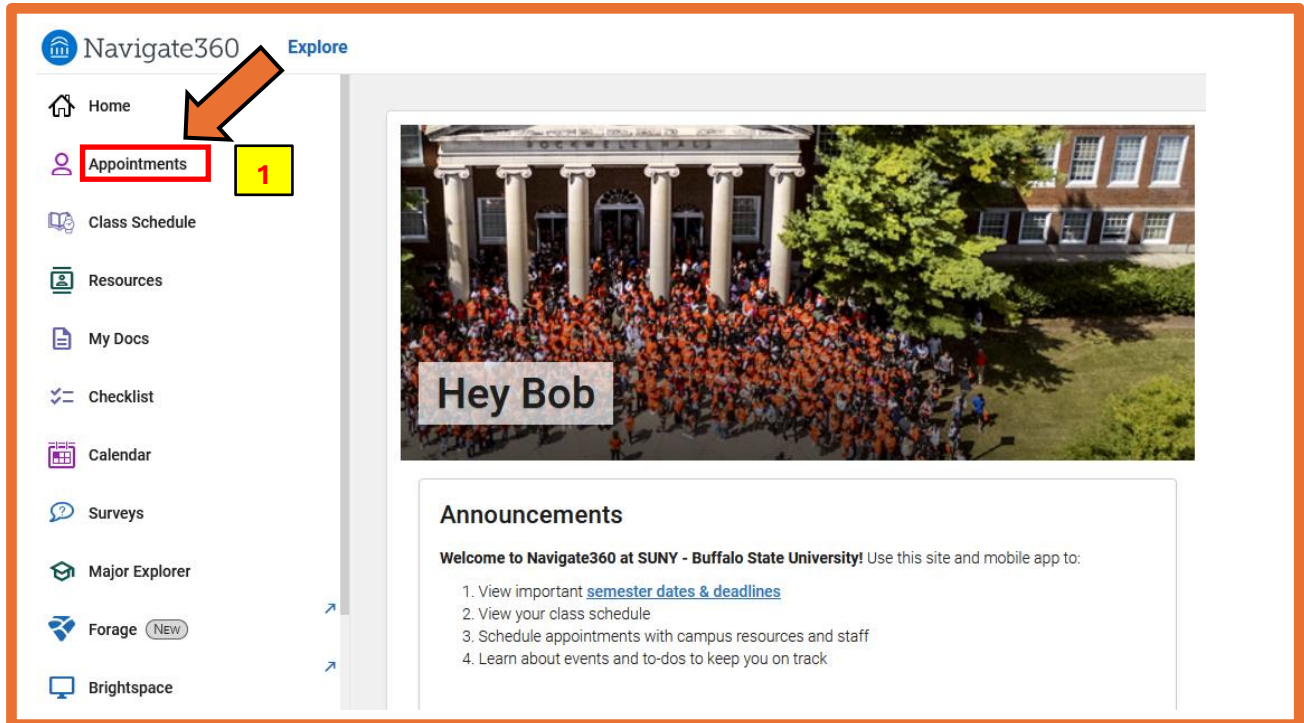
<https://buffalostate.navigate.eab.com/app/#/authentication/remote/> and sign in using your Single Sign On BSU **Username** and **Network** password credentials.



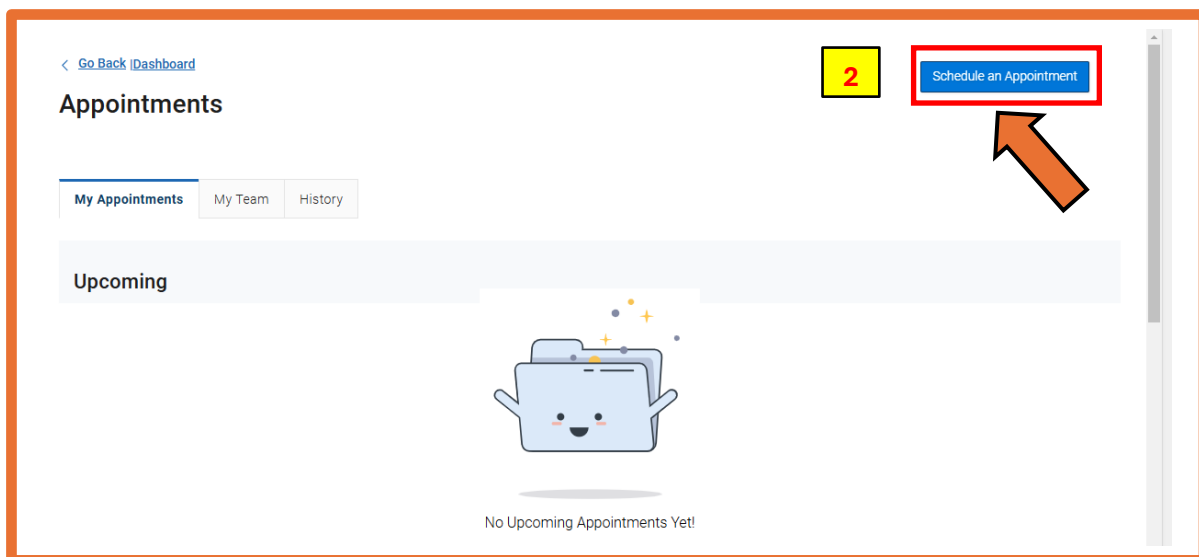
1. Your **Username** is the first part of your BSU email address. Everything **before** the @ symbol.
2. Your **Network password** is your password you use when you are signing on to a campus computer.



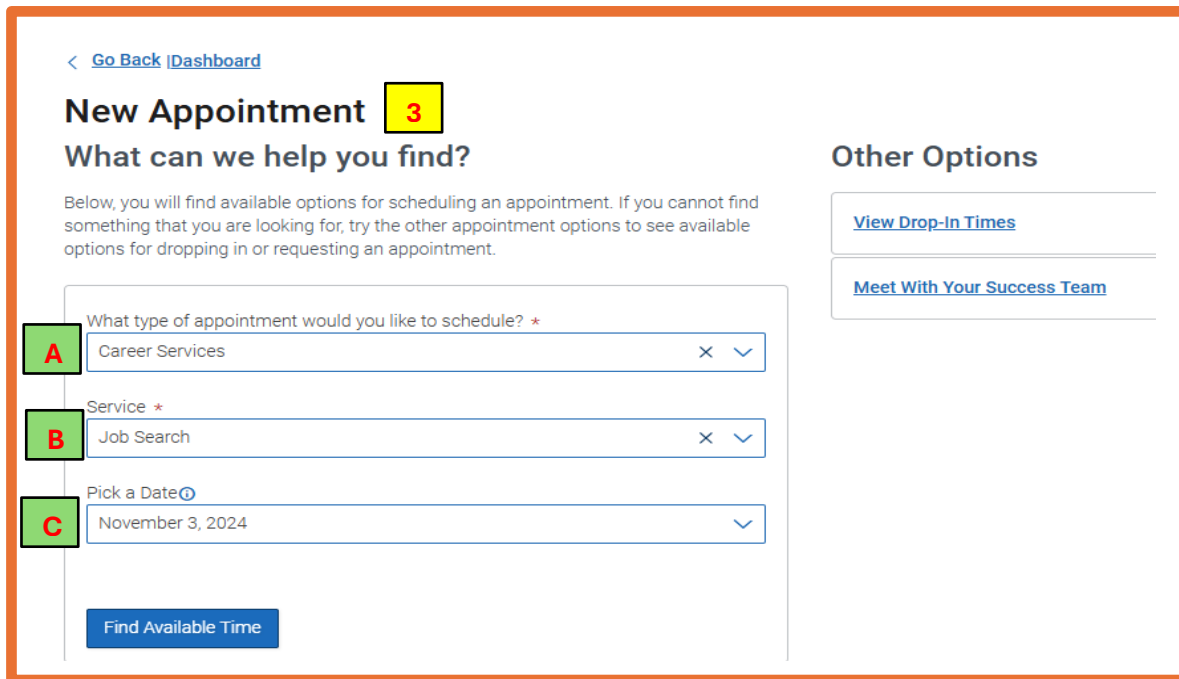
1. Once you are signed in, you will be taken to your Navigate Student Home Page. The picture below illustrates your **Navigate Student Desktop Site**. To schedule an appointment, click on **Appointments**.



2. After clicking on **Appointments**, the following screen appears. From here, click on the **Schedule an Appointment** button.



3. After clicking the **Schedule an Appointment** button, the following screen appears. Complete the three fields below by clicking the down arrow. In the example below, we have selected the following:
  - A. Career Services is the type of appointment that you would like to schedule.
  - B. Job Search is the Service. The **Service** is the reason why you are scheduling an appointment.
  - C. Pick a Date is the date you wish to schedule the appointment.



[< Go Back | Dashboard](#)

## New Appointment 3

### 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.

[View Drop-In Times](#)

---

[Meet With Your Success Team](#)

What type of appointment would you like to schedule? \*

A Career Services x v

Service \*

B Job Search x v

Pick a Date 🕒

C November 3, 2024 v

[Find Available Time](#)

What type of appointment would you like to schedule? \*


Career Services ✕ ^

- Career Services**
- General Subject & Math Support Services
- Residence Life
- Writing Support Services

Service \*

Job Search| ✕ ^

- Career Decisions
- Interviewing Practice
- Job Search**
- LinkedIn
- Personal Statement
- Review Resume or Cover Letter

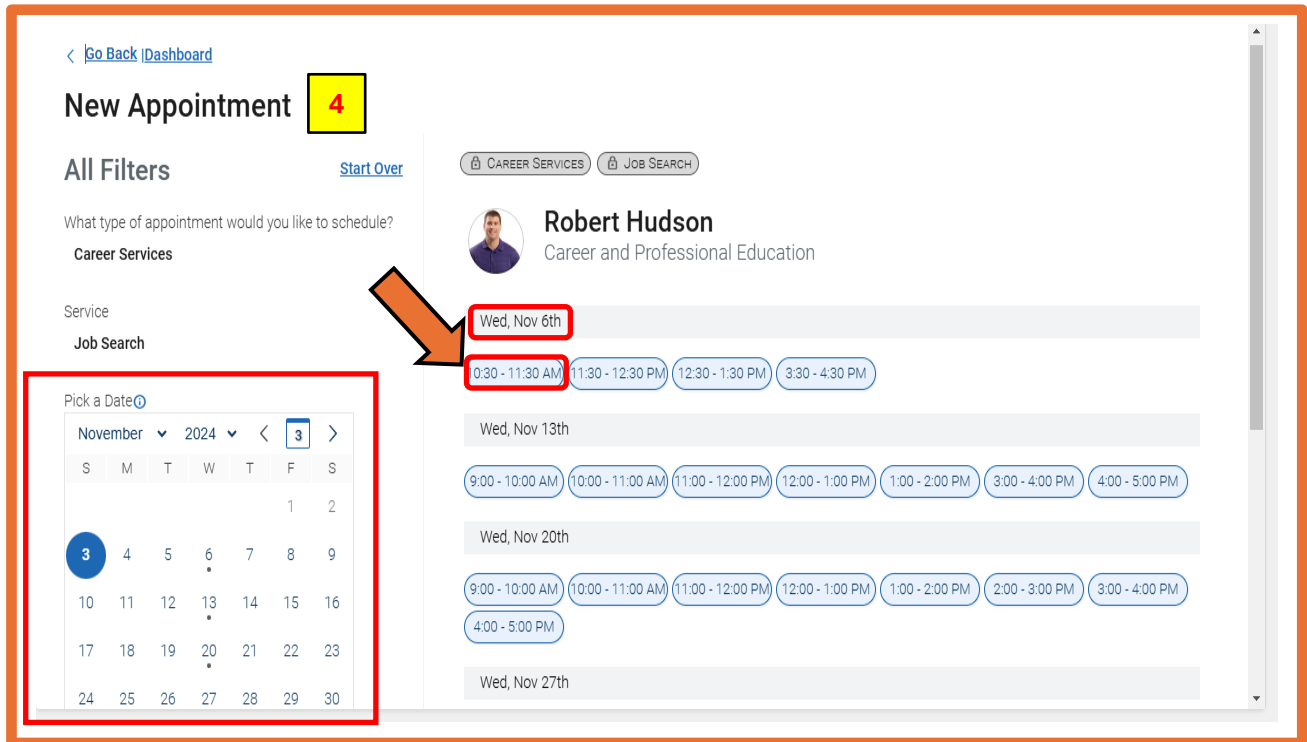
Pick a Date 

November 3, 2024 ^

November ▼ 2024 ▼ < 3 >

S	M	T	W	T	F	S
					1	2
<b>3</b>	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

- Once the above fields are completed and you click **Find Available Time**, the following screen appears. On this screen, adjust the date, if necessary, and choose the date and time you wish to schedule your appointment. In this example, we will choose **Wednesday, November 6, 2024 from 10:30-11:30am.**



The screenshot displays the 'New Appointment' page. At the top left, there is a link to 'Go Back | Dashboard'. The main heading is 'New Appointment' with a yellow box containing the number '4'. Below this, there are 'All Filters' and a 'Start Over' link. Two filter categories are visible: 'Career Services' and 'Job Search'. The user's name, 'Robert Hudson', and their role, 'Career and Professional Education', are shown. A calendar is open, showing the month of November 2024. The date '6' is selected, and an arrow points to the '10:30 - 11:30 AM' time slot for 'Wed, Nov 6th'. Other available time slots for that date include 9:00 - 10:00 AM, 11:30 - 12:30 PM, 12:30 - 1:30 PM, and 3:30 - 4:30 PM. The interface also shows available time slots for other dates: Wednesday, Nov 13th (9:00 - 10:00 AM, 10:00 - 11:00 AM, 11:00 - 12:00 PM, 12:00 - 1:00 PM, 1:00 - 2:00 PM, 3:00 - 4:00 PM, 4:00 - 5:00 PM), Wednesday, Nov 20th (9:00 - 10:00 AM, 10:00 - 11:00 AM, 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, 4:00 - 5:00 PM), and Wednesday, Nov 27th.

5. After choosing your appointment date and time, you will then be taken to your **Review Appointment Details and Confirm** screen as shown below. Enter any additional information you would like us to know as well as your cell phone number with area code. Once information is completed, click Schedule to complete the appointment scheduling process.

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

## Review Appointment Details and Confirm 5

<b>What type of appointment would you like to schedule?</b> Career Services	<b>Service</b> Job Search
<b>Date</b> 11/06/2024	<b>Time</b> 10:30 AM - 11:30 AM
<b>Location</b> Career and Professional Education	
<b>Staff</b> Robert Hudson	

How would you like to meet? \*

In Person ▼

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

**Tell us a little bit about what is going on so we can better assist you.**

Email Reminder


Reminder will be sent to studensa01@buffalostate.edu

Text Message Reminder

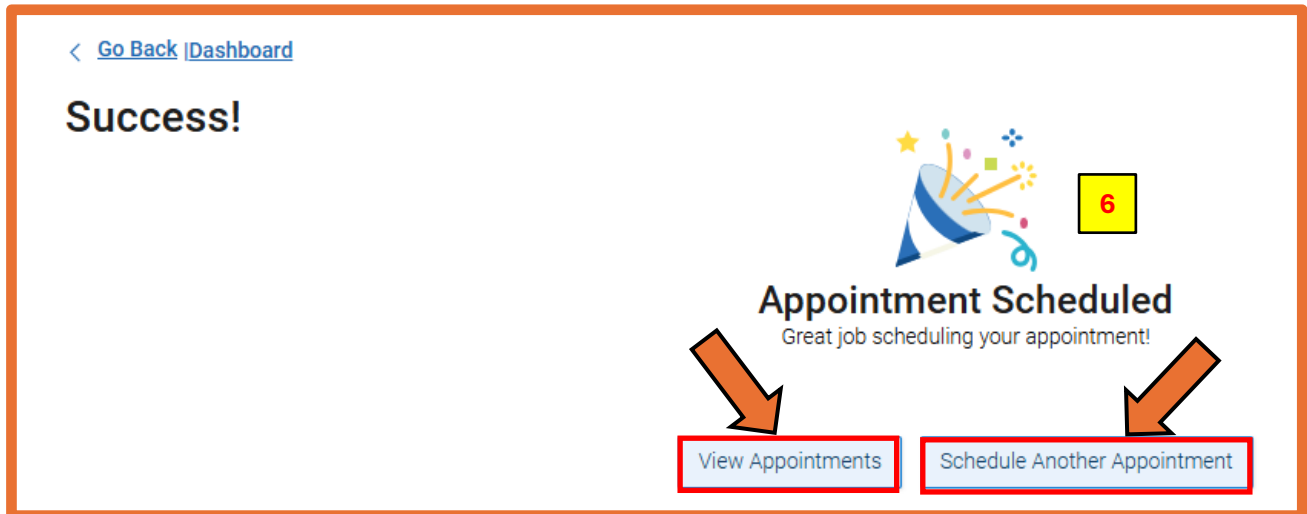
Phone Number for Text Reminder

**Please provide your cell phone number with area code.**

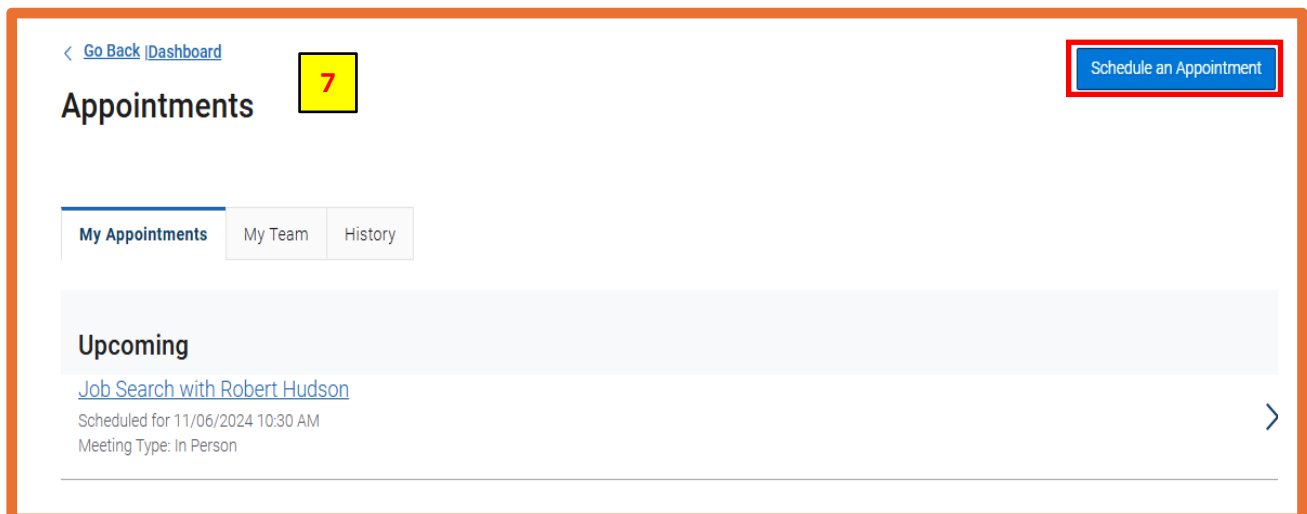
Schedule



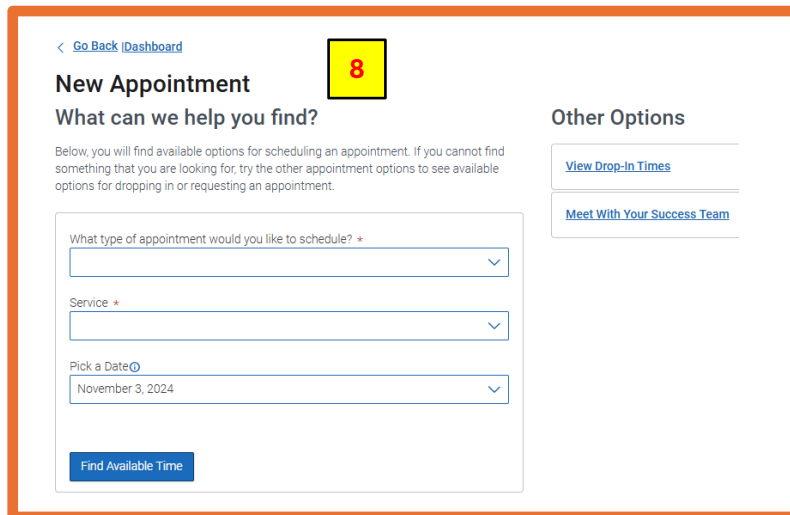
6. After clicking the **Schedule** button, you will be taken to the **Appointment Scheduled** page. This is considered the end of the appointment scheduling process. Here, you can **View Appointments** or **Schedule Another Appointment**.



7. To view upcoming appointments, click the **View Appointments** button. Once you click the View Appointments button, you will be taken to the following screen.



8. If you wish to schedule another appointment, click the **Schedule an Appointment** button. Once you click the Schedule an Appointment button, you will be taken to the following screen to initiate and complete the appointment scheduling process again.



[< Go Back | Dashboard](#)


### New Appointment 8

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 

November 3, 2024

[Find Available Time](#)

#### Other Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)