**Steps for Setting Up Appointments with Tutors Through Navigate**

1. Log into Navigate
2. On the Navigate homepage, there will be a blue box on the right with the words “Get Assistance.” Click on the box.

![Navigate homepage with Get Assistance button](image1)

3. You are then directed to a page where you will be able to schedule appointments. Select the type of appointment (Tutoring) and the service it is tied to (TRIO, ACE, etc.). Select “tutoring” and “course-based” either “On Campus” or “Online.” Pick a date, and then click “Find Available Time.”

![New Appointment page](image2)
4. This will lead you to a list of tutors and the dates they are available. Filter by selecting “TRIO/Student Support Services” for Location and then pick the course you need help with.
5. After selecting a course, the options are narrowed down to the tutors for that course with their available times and dates. Select the individual tutor (optional), and then pick a date and time that works for you.
6. A review page with the details of your appointment will appear. You have the option to leave a note for the tutor, select whether you would like to meet in person or online, and the ability to check if you want to email and/or text reminders about the appointment. Finally hit “schedule” and you should be all set.

7. Please attend your tutoring session on time. If you must cancel your appointment, do so as soon as possible using Navigate.