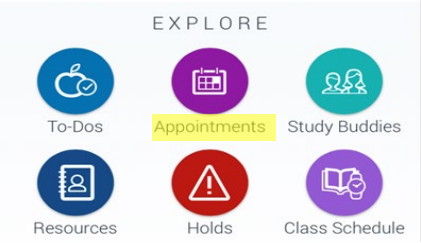
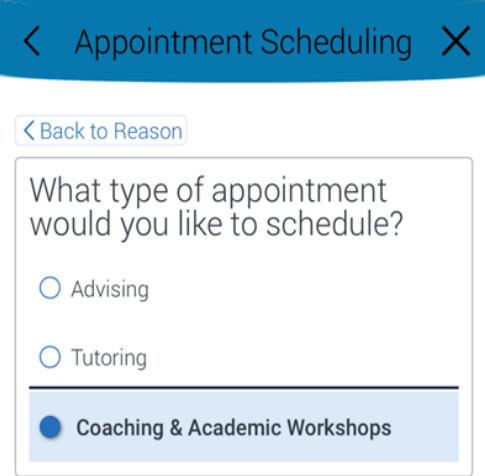


Steps	Descriptions
1.	<p>1. Download the Navigate App onto your phone and open the app at Go to https://www.uhcl.edu/eab/</p> <hr/> <p>Download the Mobile App</p> <p>From your mobile device, open your app store and search for “Navigate Student” – or if you're already on your mobile device, select a shortcut below.</p> <ul style="list-style-type: none"> • Apple App Store • Google Play Store <p>Once installed, open the app, search for “University of Houston–Clear Lake” and select. Sign in using your university username and password.</p>
2.	Login with your username and password.
3.	<p>Click on the “Appointments” tab on the main screen.</p>  <p>The screenshot shows a grid of six icons under the heading 'EXPLORE': To-Dos (blue), Appointments (purple, highlighted), Study Buddies (teal), Resources (blue), Holds (red), and Class Schedule (purple).</p>
4.	<p>Click the “Schedule an Appointment” button at the bottom of the screen. Then click on “Coaching & Academic Workshops”</p>  <p>The screenshot shows a blue header with a back arrow, 'Appointment Scheduling', and a close 'X' button. Below is a 'Back to Reason' button and a question: 'What type of appointment would you like to schedule?'. Three radio button options are listed: 'Advising', 'Tutoring', and 'Coaching & Academic Workshops' (which is selected).</p>
5.	In Appointment Scheduling, select your desired meeting type: “New to Coaching” or “Continue in Coaching” or “One time Coaching session”

	 <p>Appointment Scheduling ✕</p> <p>← Back to Reason</p> <p>Choose from the following options and click Next.</p> <p><input checked="" type="radio"/> Continuing in coaching program (weekly or as needed)</p>
	 <p>Appointment Scheduling ✕</p> <p>← Back to Reason</p> <p>To help you find a time, please tell us why you'd like to see someone.</p> <p><input type="radio"/> Continued coaching appointments</p> <p><input type="radio"/> New to Coaching- intake appointment</p> <p><input checked="" type="radio"/> One-time coaching session on a particular skill</p> <p><input type="radio"/> TExES Exam Prep</p>
6.	<p>Select the Office you want the appointment for.</p>  <p>Appointment Scheduling ✕</p> <p>← Back to Location and Staff</p> <p>What location do you prefer?</p> <p><input checked="" type="radio"/> Student Success Center- online services</p>
7.	<p>Then pick a person to meet with. Select day and time in the “Available Times” page.</p>

< Appointment Scheduling X

[< Back to Location and Staff](#)

Who would you like to meet with? You may choose more than one person.

(select one or more)

May, Dena

< Appointment Scheduling X

[Available Times](#) ✓

Available Times

Selected day and time **Aug 20 @ 4:00 PM**

[Next Week >](#)

SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22
Aug	Aug	Aug	Aug	Aug	Aug	Aug
				(1)	(9)	

[Before noon](#) [After noon](#)

04:00 PM

8. Preview all information is correct and scroll down to add any additional comments you may have. Select which Appointment Reminders you would like to receive.

The 10 minute late policy will still remain in place out of respect for the time of all of our students and advisors.

Please feel free to email your advisor if you have any questions prior to your appointment.

Anything specific you want to discuss?

Comments for your ...

Appointment Reminder

Send email to

Send text message

Add Phone number:

*Some examples of additional comments may be, but are not limited to:

- Your preferred phone number
- The courses you wish to discuss
- Specific skills you wish to discuss during your appointment

9.	Click "Confirm Appointment" when you are ready. *You will receive reminders about your appointment 24 hours prior to your meeting.
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