

## EAB Navigate Student Quick Start Guide

### Download Navigate Student from the App Store for Mobile Use.



You can search for Navigate or Navigate Student in your App Store. Once you download the app Search for your institution's name in the dropdown menu. Use your institution's login credentials to log in via Single Sign On.

### Use Navigate on your desktop web-browser for Web Based Use

Access your institutions Navigate Student Experience on the Desktop at <https://gatech.navigate.eab.com> . Note that this experience does not require an additional download onto your computer.

If you have any trouble logging in, please reach out to the Georgia Tech Support Desk by submitting a ticket at <https://tinyurl.com/GTNavigateSupport>

### Make an Appointment

To schedule appointments, click the purple **Appointments** icon on the left navigation menu and answer questions about your preferred service, date, time, and location.

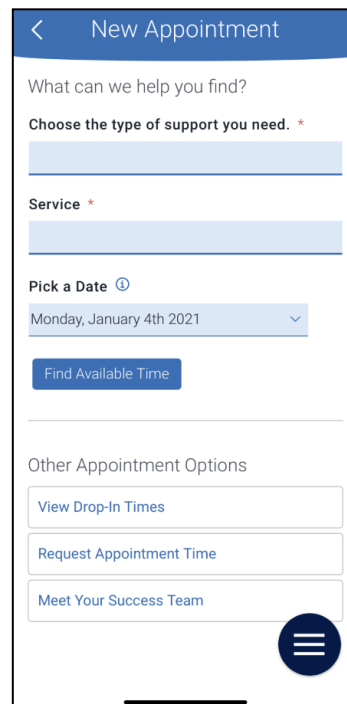
### Other Appointment Options

You can also view available drop-in times or request appointment times for your preferred service.

### Appointment Invitations

Your Success Team (e.g., assigned advisors, instructors) may also request you meet with them. When this happens, you receive an appointment invitation where you only need to choose a time that works for you!

Appointment Invites	
Appointment Invitation for Campus NAV QA TUT Serv 2 Please respond by 01/03/2021	>
Appointment Invitation for Course-based Tutoring Please respond by 02/28/2021	>
Appointment Invitation for Campus NAV QA Serv 2 Please respond by 11/03/2021	>

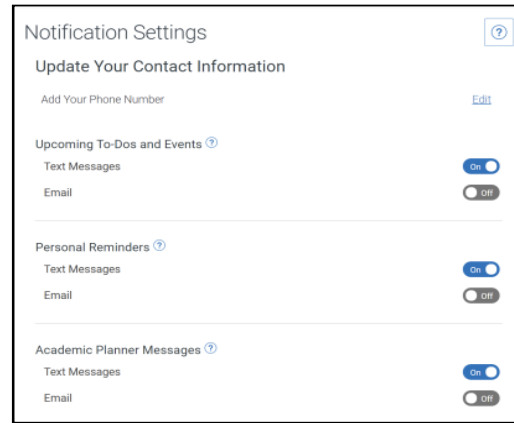


The screenshot shows the 'New Appointment' screen in a mobile app. At the top, there is a blue header with a back arrow and the text 'New Appointment'. Below the header, the text 'What can we help you find?' is displayed. The main form area contains several sections: 'Choose the type of support you need.' with a red asterisk and a text input field; 'Service' with a red asterisk and a text input field; 'Pick a Date' with a calendar icon and a dropdown menu showing 'Monday, January 4th 2021'; and a blue button labeled 'Find Available Time'. Below the form, there is a section titled 'Other Appointment Options' with three buttons: 'View Drop-In Times', 'Request Appointment Time', and 'Meet Your Success Team'. A dark blue circular menu icon with three white lines is located at the bottom right of the screen.



## Set Up Notifications

1. Choose the **Account** button on your app or on the desktop site.
2. Select **Notification Settings**.
3. Select your preferred method of notification.  
**Note:** You can select as many notification methods as desired, but you receive multiple notifications if you choose more than one.
4. If you select the **Text** option, ensure that your cell phone number is accurate in Navigate. You can do this by choosing **Edit** next to *Add Your Phone Number*.



## My Docs

Here you can see **Appointment Summaries**, **Notes** and/or **Progress Reports** that have been shared with you by your Success Team. You can see reports that were created after your school enabled this feature that you have permission to see. Reports are hidden 180 days after they are created.



## Resources

See a list of important services and locations on campus. The **People** tab shows a list of your assigned staff, e.g., advisors and instructors. Click the heart icon to favorite a resource. You can find your favorites in **Settings > Favorites**.



## View Your Class Schedule

See your course schedule at a glance or get additional details such as meeting time, location or instructor.