

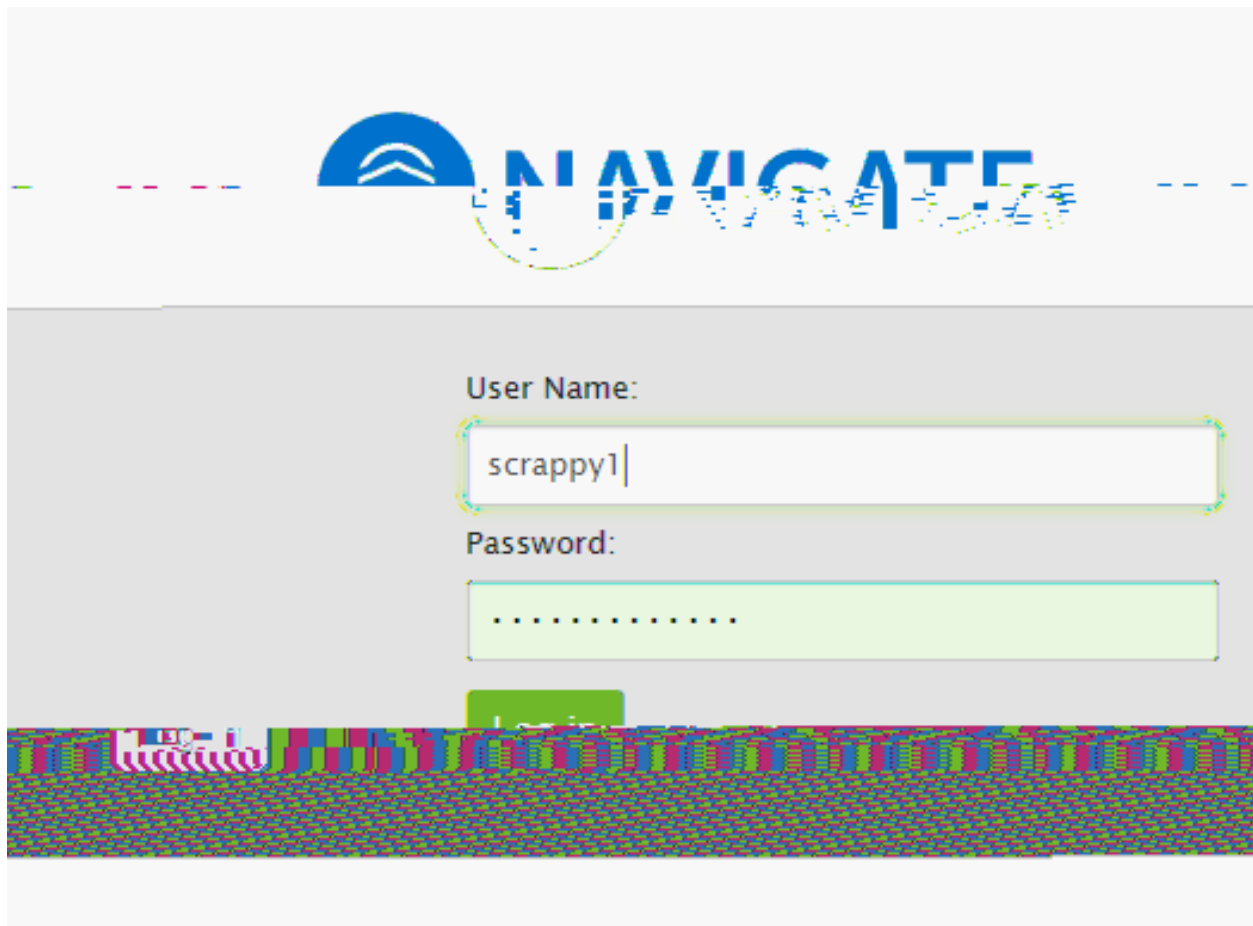
# CCSE Undergraduate Advising

## Scheduling an Advising Appointment

(NOTE: THESE INSTRUCTIONS ARE INTENDED FOR COMPUTER SCIENCE, COMPUTER GAME DESIGN & DEVELOPMENT, DATA SCIENCE & ANALYTICS, INFORMATION TECHNOLOGY, AND SOFTWARE ENGINEERING MAJOR/MINOR STUDENTS ONLY)

### Step 1

Log in to [EAB Navigate](#) with your NetID and password. You can also get to this link on Owl Express under the 'Student Services' menu.



The screenshot shows the EAB Navigate login interface. At the top, there is a logo consisting of a blue semi-circle with a white stylized 'N' inside, followed by the word 'NAVIGATE' in blue capital letters. Below the logo, the login form is displayed on a light gray background. It includes a 'User Name:' label above a text input field containing the text 'scrappy1'. Below the username field is a 'Password:' label above a password input field filled with a series of dots. A green 'Login' button is located below the password field. The bottom of the page features a colorful, abstract pattern of small squares in various colors.

**LOG IN TO EAB!** (

## Step 2

Click on the blue 'Schedule an appointment!' button on the right hand side of the screen.



## Step 3

Click/tap on the first drop-down box and select 'Advising'.

[Go Back | Dashboard](#)

### New Appointment

What can we help you find?

Below you will find available online appointments. You can click on the 'Schedule' button to drop in or requesting an appointment.

\*Service

Thursday, June 04th 2020

[Find Available Time](#)

## Step 4

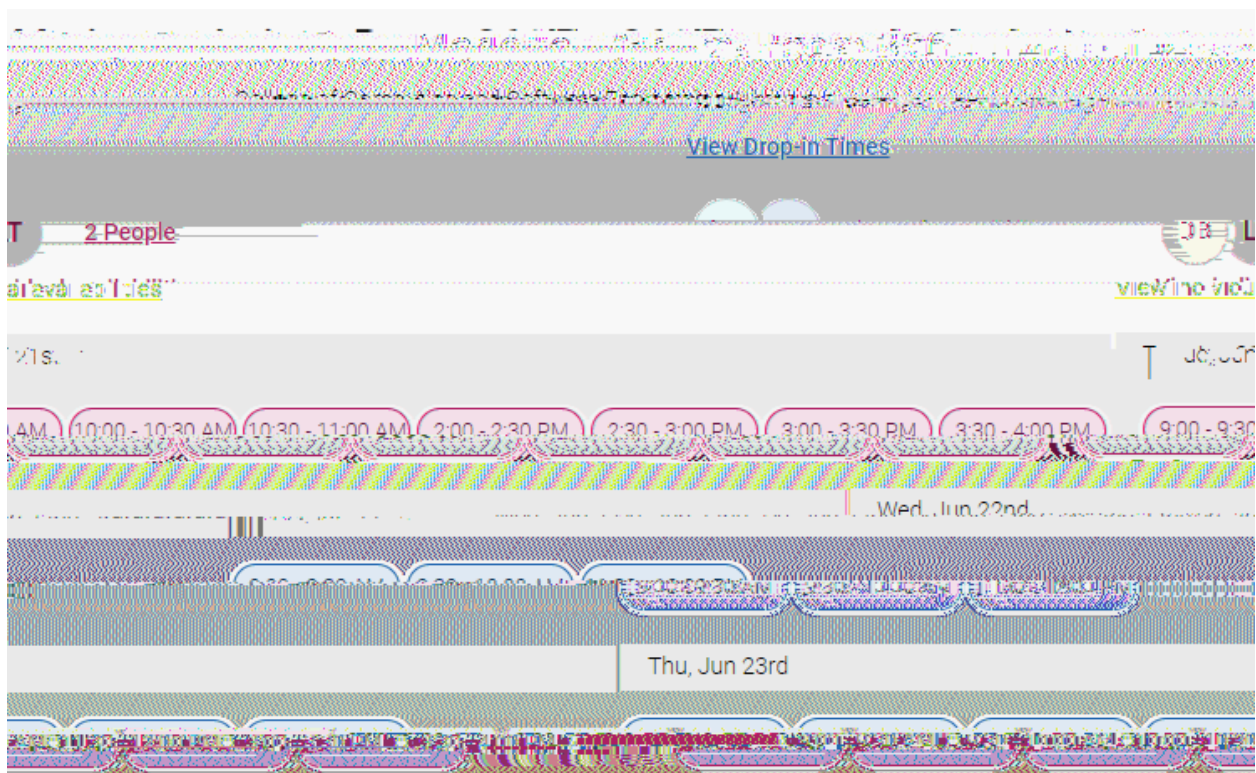
Click/tap on the second drop-down box named 'Service' and scroll to 'Computing & Software Engineering Advising'. Select the alphabet set to which the first letter of your last name belongs.

## Step 5

Pick a date you'd like to schedule an appointment on, then click the 'Find Available Time' button.

## Step 6

Click on the 30-minute appointment time slot you would like to schedule for your appointment.



## Step 7

Review the date, time and location information, then click on the first drop-down box that asks 'How would you like to meet?'. Select the modality with which you would like to conduct your appointment, read the appointment

details message that the advisor has put for important instructions, and leave a comment about what you would like us to know in preparation of your advising appointment (e.g. areas of concern, pronouns, registration issues, a hold, etc).

The screenshot shows a scheduling interface with the following elements:

- Date:** 06/28/2022
- Location:** Marietta - Atrium, Room 266
- Staff:** Amanda D...
- Meeting Type:** A dropdown menu labeled '\*How would you like to meet?' with 'In-person' selected.
- Reminder:** An 'Email Reminder' checkbox, which is currently unchecked.
- Action:** A blue 'Schedule' button at the bottom right.

## Step 8

Make sure you select 'Email Reminder', ESPECIALLY if you are scheduling an appointment a couple weeks in advance. Click the blue 'Schedule' button, and then all you need to do is attend your appointment!

We look forward to talking with you!

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