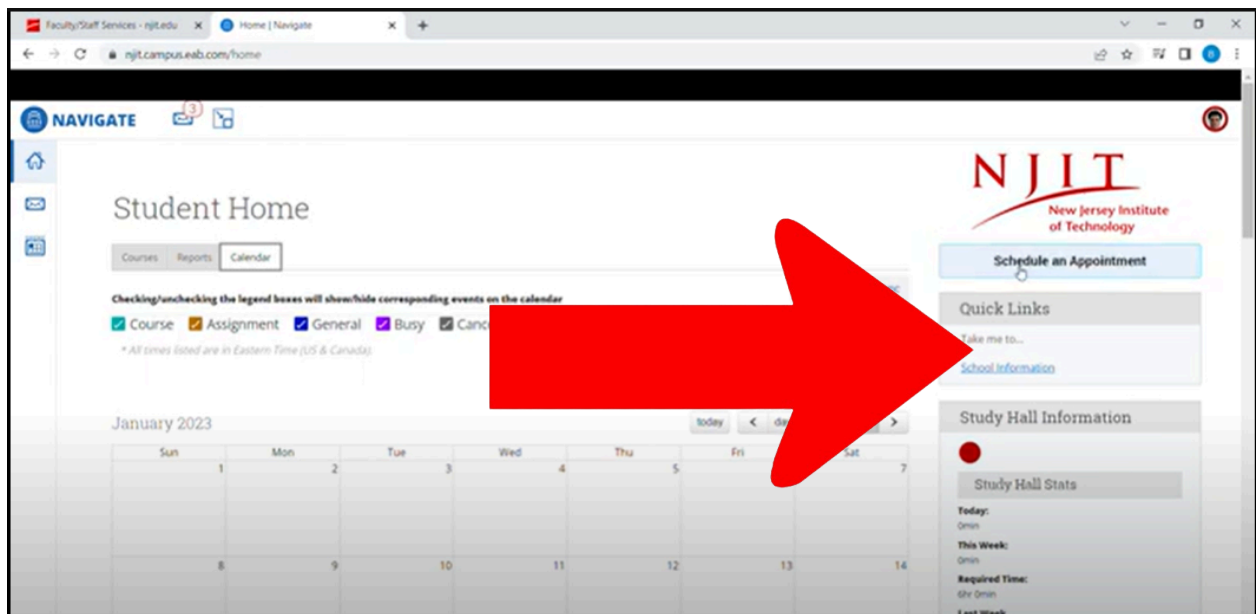


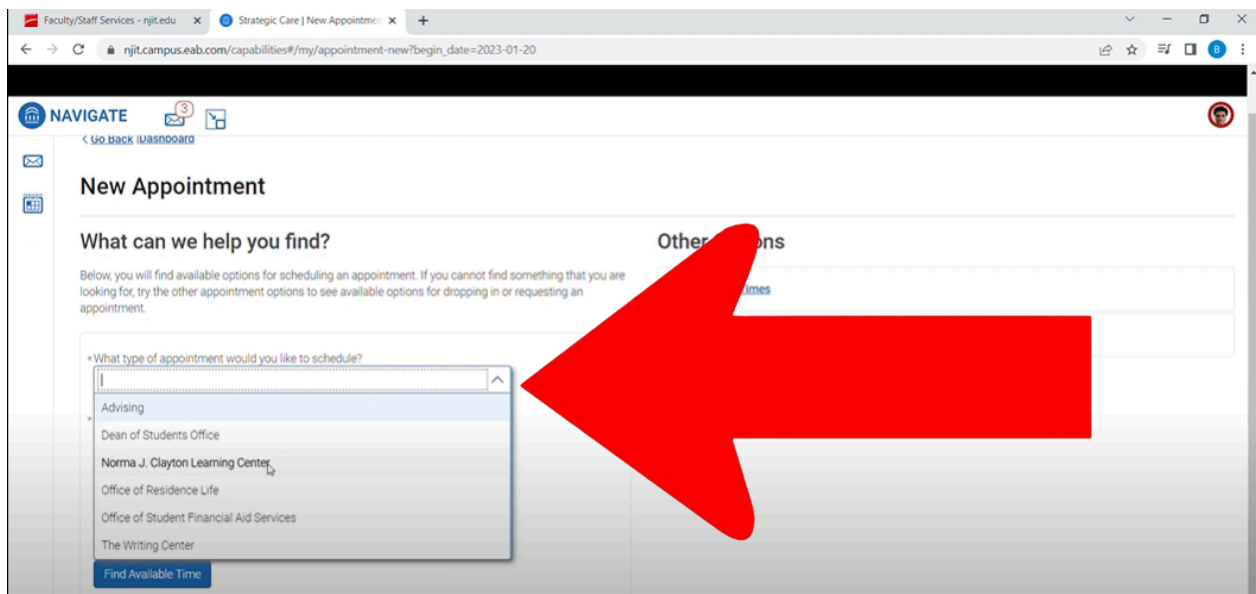
How to schedule a tutoring appt. on Navigate

Step 1: Login onto your Pipeline and open Navigate (if you cannot find it click the search button and type Navigate)

Step 2: Once in Navigate click “Schedule an appointment”



Step 3: for “what type of appt would you like to schedule- choose “Norma J Clayton learning Center”



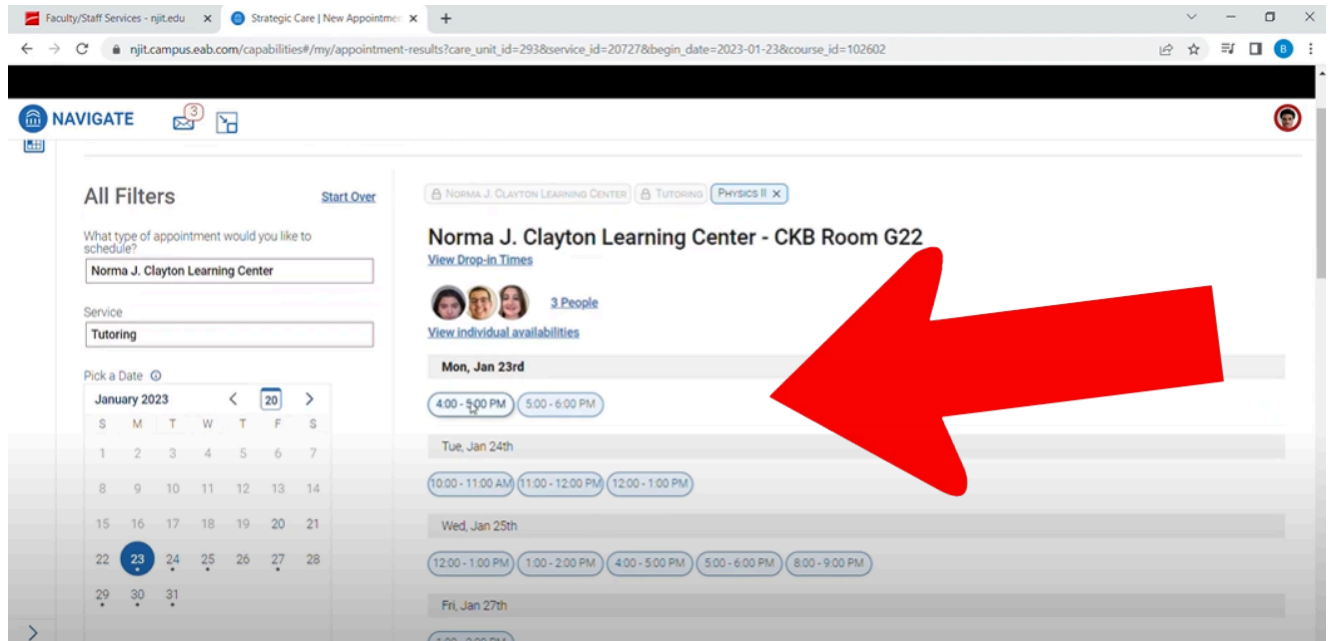
Step 4: For service choose “Tutoring” and pick a date you’d like to schedule an appt. for

The screenshot shows the 'New Appointment' page in the NAVIGATE system. The page has a header with 'NAVIGATE' and a navigation bar. Below the header, there are search filters for 'What can we help you find?' and 'Other Options'. The 'What can we help you find?' section includes a dropdown for 'What type of appointment would you like to schedule?' (set to 'NORMA J. CLAYTON LEARNING CENTER'), a dropdown for 'Service' (set to 'TUTORING'), and a 'Pick a Date' dropdown (set to 'January 23, 2023'). A large red arrow points to the 'TUTORING' service selection.

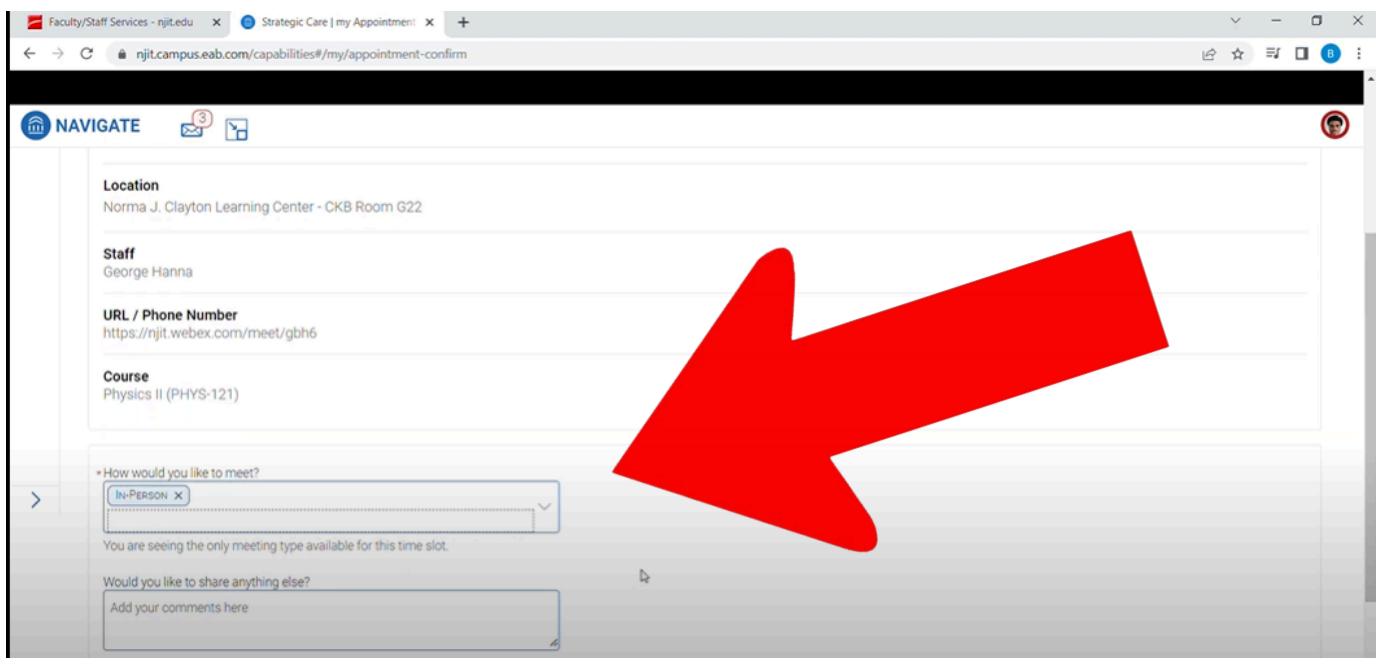
Step 5: If a tutor is available for a course you take you than will **click** which class your want an appointment for (*if you can't find the class you are specifically looking for a tutor email tlc@njit.edu and we will assist*)

The screenshot shows the 'New Appointment' page in the NAVIGATE system, displaying search results for 'Norma J. Clayton Learning Center - CKB Room G22'. The page includes a calendar for 'January 2023' and a list of courses: 'Calculus II (MATH-112)' and 'Physics II (PHYS-121)'. A large red arrow points to the course selection options.

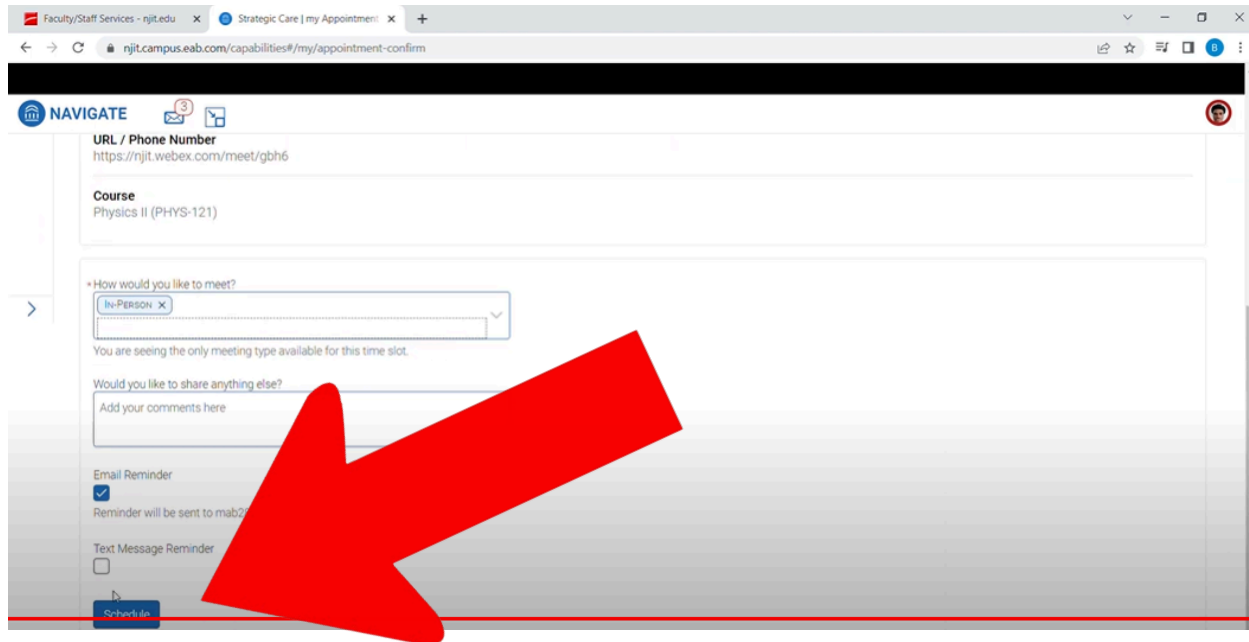
Step 6: After you click on the course you want to receive services from you will see the available appointments for the day you choose as well as other available times.



Step 7: Pick a time slot that works best for you and choose if you'd like to meet in person or virtual (online)- you can also add notes if there's something you'd like to work on specifically in the session (review chapter 8, practice questions for the math common etc.)



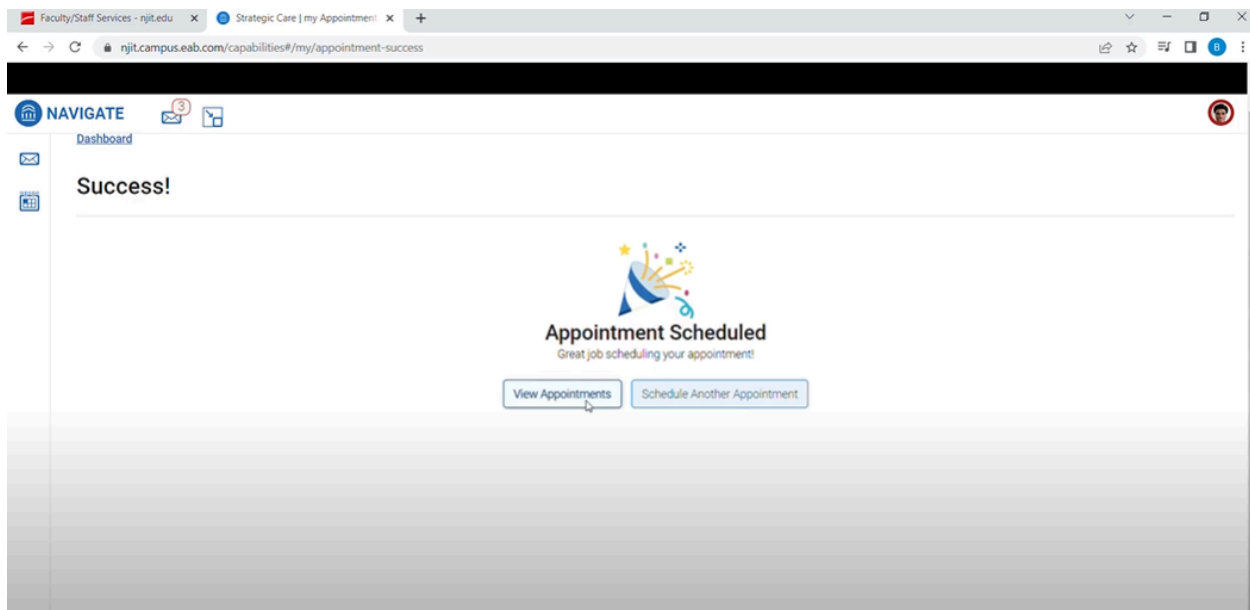
Step 8: Click **Schedule** (be sure to check off if you want an email or text reminder for the appt)



The screenshot shows a web browser window with the URL `njit.campus.eab.com/capabilities#/my/appointment-confirm`. The page is titled "NAVIGATE" and contains the following fields:

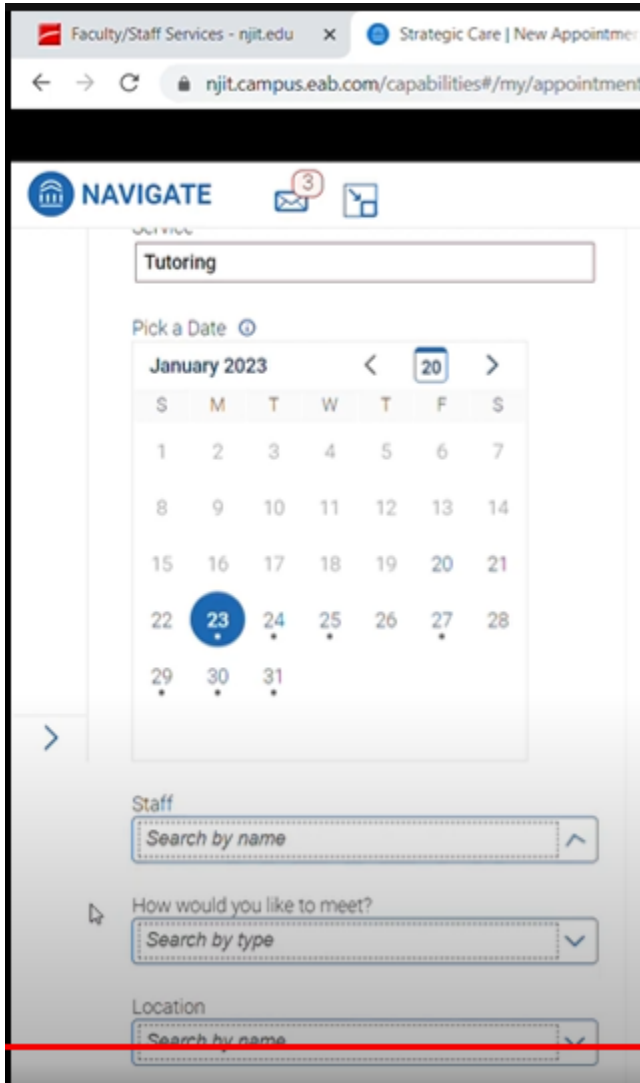
- URL / Phone Number:** `https://njit.webex.com/meet/gbh6`
- Course:** Physics II (PHYS-121)
- How would you like to meet?:** A dropdown menu with "In-Person" selected.
- Would you like to share anything else?:** A text input field with the placeholder "Add your comments here".
- Reminders:** Two checkboxes: "Email Reminder" (checked) and "Text Message Reminder" (unchecked).
- Schedule:** A blue button at the bottom left, highlighted by a large red arrow.

Step 9: Congrats you have scheduled your tutoring appt.



****If you wish to schedule with a particular tutor follow these steps****

Go back to step 6 and on the left side on the screen you will see the following:



Type in the staff member you wish to meet with or if you'd only like to meet virtually this is where you would put that in.

***Reminder if you need to cancel your appt. please do so as early as possible- two no show appointments will result in a hold on your account

