Navigate – Student facing Schedule

Scheduling Appointments – Guide - njit.campus.EAB.com

1. Go to my.njit.edu
2. Go to Student Services on the left
3. Go to Online Services – locate Navigate
4. Student Home Page – Schedule an Appointment

5. Schedule Appointment – Select What type of appointment would you like to schedule from the drop down menu ➔ Select a Service ➔ Pick a Date
6. **New Appointment** - Select a location and a time

![New Appointment page with location and time selection options]

7. **Schedule Appointment** - By clicking on the blue Schedule button

![Schedule Appointment page with appointment details and options]
8. **Schedule Appointment** – Appointment is Confirm when you see Appointment Scheduled