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

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1. **Schedule Appointment** – Select What type of appointment would you like to schedule from the drop down menu → Select Office of Student Financial Aid Services → Select a Service → Pick a Date → Click on Find Available time
2. **New Appointment** - Select the Staff member to filter out the options. Pick up a location and a time.

3. **Schedule Appointment** - By clicking on the blue Schedule button, confirm the appointment.
4. **Schedule Appointment** – Appointment is Confirm when you see Appointment Scheduled

Success!

5. You will receive a reminder email prior to the appointment.