

# 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

### Student Home

Class Information Reports Calendar

### Classes This Term



Schedule a Virtual Appointment

Quick Links

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

### New Appointment

#### What can we help you find?

\*What type of appointment would you like to schedule?

Office of Student Financial Aid Services x

▼ ←

\*Service

FAFSA record problems x

▼ ←

Pick a Date ⓘ

Monday, March 22nd 2021

▼ ←

Find Available Time

#### Other Appointment Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

2. **New Appointment** - Select the Staff member to filter out the options. Pick up a location and a time.

NAVIGATE Quick Search Terms 2021 Spring

### New Appointment

All Filters Start Over

What type of appointment would you like to schedule?

- Office of Student Financial Aid Services

Service

- FAFSA record problems

Pick a Date (i)

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Staff

Jo-Ann Singh

Search by name

Location

Office of Student Financial Aid Services, Student Mall

Search by name

Jo-Ann Singh  
Office of Student Financial Aid Services, Student Mall

Mon, Mar 22nd

8:45 - 9:00 AM 9:00 - 9:15 AM 9:15 - 9:30 AM 9:30 - 9:45 AM 9:45 - 10:00 AM 10:00 - 10:15 AM 10:15 - 10:30 AM 10:30 - 10:45 AM 10:45 - 11:00 AM 11:00 - 11:15 AM 11:15 - 11:30 AM 11:30 - 11:45 AM 1:15 - 1:30 PM 1:30 - 1:45 PM 1:45 - 2:00 PM 2:00 - 2:15 PM

2:15 - 2:30 PM 2:30 - 2:45 PM 2:45 - 3:00 PM 3:00 - 3:15 PM 3:15 - 3:30 PM 3:30 - 3:45 PM 3:45 - 4:00 PM 4:00 - 4:15 PM

Show less

Thu, Mar 25th

8:45 - 9:00 AM 9:00 - 9:15 AM 9:15 - 9:30 AM 9:30 - 9:45 AM 9:45 - 10:00 AM 10:00 - 10:15 AM 10:15 - 10:30 AM 10:30 - 10:45 AM 10:45 - 11:00 AM 11:00 - 11:15 AM 11:15 - 11:30 AM 11:30 - 11:45 AM 1:15 - 1:30 PM 1:30 - 1:45 PM 1:45 - 2:00 PM 2:00 - 2:15 PM

2:15 - 2:30 PM 2:30 - 2:45 PM 2:45 - 3:00 PM 3:00 - 3:15 PM 3:15 - 3:30 PM 3:30 - 3:45 PM 3:45 - 4:00 PM 4:00 - 4:15 PM

Show less

3. **Schedule Appointment** - By clicking on the blue Schedule button, confirm the appointment.

### Review Appointment Details and Confirm

What type of appointment would you like to schedule?  
Office of Student Financial Aid Services

Service  
FAFSA record problems

Date  
03/22/2021

Time  
9:15 AM - 9:30 AM

Location  
Office of Student Financial Aid Services, Student Mall

Staff  
Jo-Ann Singh

Details  
Student will be meeting through virtual appointments.

URL / Phone Number

Would you like to share anything else?  
Add your comments here

Email Reminder  
Reminder will be sent to lvon.nunez@njit.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule

4. **Schedule Appointment** – Appointment is Confirm when you see Appointment Scheduled

Success!

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[View Appointments](#)

[Schedule Another Appointment](#)

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