Navigate – Health Services Office - 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 General Advising from the drop down menu

6. Schedule Appointment - Student will be able to select a location and an advisor
7. **Schedule Advising Appointment** - Select an appointment time (blue)

8. **Schedule Appointment** - **Confirm Appointment** –

- **Appointment Details**
  - **Who:** Nancy Vega with Yamileza Hoggas
  - **Why:** Follow Up Appointment
  - **When:** Monday, September 28
  - **Where:** Health Services Office

- **Additional Details**
  - Is there anything specific you would like to discuss with Yamileza?
  - Comments for your staff...
  - Send Me an Email
  - Send Me a Text
  - Please provide your mobile number
  - Phone Number

- **Confirm Appointment** button