How to Make an Appointment Using Navigate?



Step 1. Access the Navigate Platform

- Go to the MSU Billings homepage.
- Click on the "Navigate" link at the top of the page.



Step 2. Log in to Navigate

• Click on "<u>Download navMSUB</u> or access the browser version."

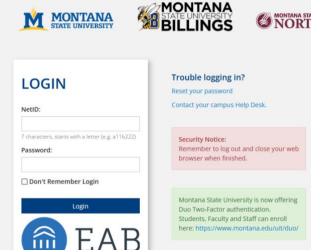


Step 3. Log in to Navigate

 Enter your NetID and password on the login page

Step 4. Student Home

 Once logged in, in Student Home page, click on "Get Assistance"





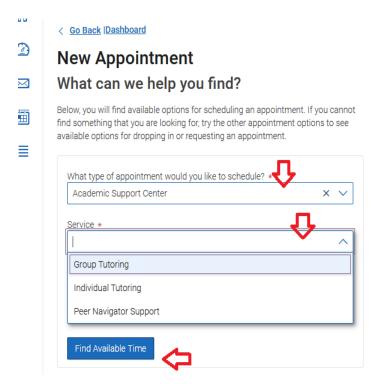
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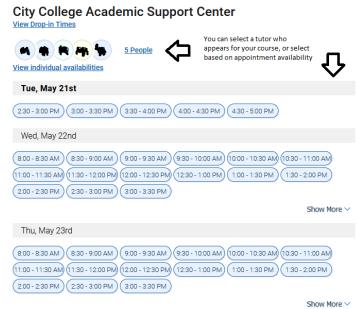
Step 5. New Appointment

- Select the type of appointment
- Choose specific services & date
- Click "Find Available Time"

Step 6. Select a Time Slot

Browse the available time slots and select one that first your schedule.





Step 7. Filter Appointment Options

- Pick a date from the calendar
- Choose how you would like to meet & the location.
- Choose your preferred reminder method (email or text).
- Click "Schedule" to confirm the appointment.

Review Appointment Details and Confirm

