



How to Add Availability 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.



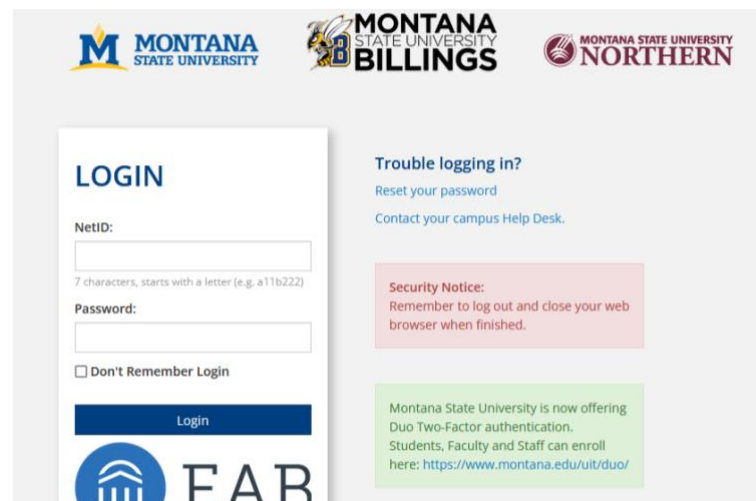
Step 2. Log in to Navigate

- Click on "[Navigate for Faculty/Staff](#)"



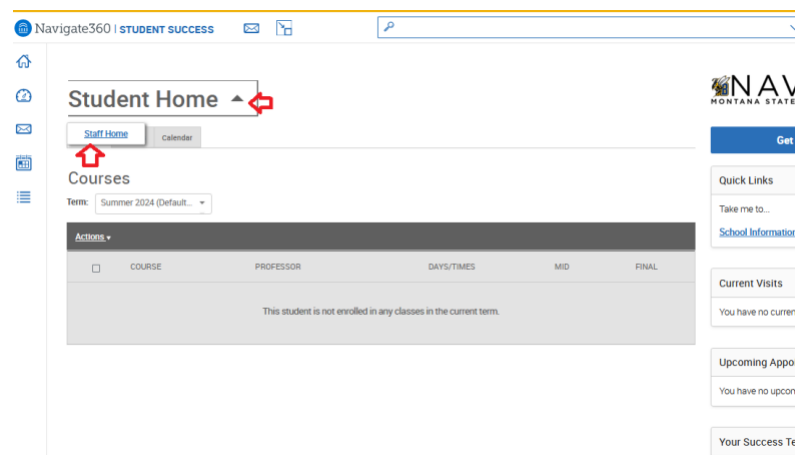
Step 3. Log in to Navigate

- Enter your NetID and password on the login page



Step 4. Switch to Staff Home

- Once logged in, you will be taken to the Student Home page, click on "Staff Home"



How to Add Availability Using Navigate?

Step 5. Set Your Availability

- Go to the “My Availability” tab.
- Click on “Actions” and select “Add Time”.

Step 6. Add Availability Details

- Specify the days and times you are available to meet...etc
- Set care unit and location and click

Staff Home ▾

Students Appointments **My Availability**

Available Times

Actions ▾

- Add Time
- Copy Time
- Delete Time

TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEET TYP
No available times have been listed. To add a time, click the "Add Time" button.						

* All times listed are in Mountain Time (U

Personal Availability Link

To generate a personal availability link, please add a personal availability from the create/edit availability action.

ADD AVAILABILITY

When are you available to meet?

Mon Tue **Wed** Thu Fri Sat Sun

From 9:00am To 1:00pm

All times listed are in Mountain Time (US & Canada).

How long is this availability active?

Fall 2024

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments **Drop-ins** Campaigns

Meeting Type

In-Person Video (Webex)

Care Unit

Academic Support Center

Location

Select Location

- Select Location
- City College Academic Support Center
- University Campus Academic Support Center