VICTORIA COLLEGE
How-To Create an Online Advising/Counseling Appointment

**Step 1:** Log in to your Pirate Portal account. You can find the link on the Victoria College (VC) homepage along the top menu options.

**Step 2:** Once you log in to your Pirate Portal, click on the Launchpad folder located under the My Folders menu. Select the Navigate-Students link to access your Navigate student account. You will use Navigate to schedule appointments with the Advising & Counseling Services Office.
Step 3: Once you log in to your Navigate account, click on the *Appointments* link.

Step 4: To schedule an advising or counseling appointment, simply click the *Schedule an Appointment* button. For future reference, you can view any upcoming and all of your past appointments using the menu options underneath the *My Appointments* heading.
**Note:** When scheduling an appointment in Navigate, you will be prompted to select the type of appointment you are seeking, the reason for your appointment, and your location. Your responses will populate the appropriate VC department and staff ensuring that you are meeting with the correct department and staff members to address your specific questions or needs.

**Step 5:** Click on the *Select* arrow to input the type of appointment you are seeking (i.e. advising, tutoring, or academic coaching).

**Step 6:** Select *Advising* as the type of appointment you would like to schedule by clicking directly on the term. Once you make a selection, the bubble next to your selected appointment type should be blue and you will be able to click the *Answer Next Question* button on the bottom of the screen to advance to the next question.
Step 7: There are a number of reasons why you might be seeking an advising appointment. Please be sure to select the reason that best reflects your need for an appointment. This will ensure that you are scheduling your appointment with the proper department and with advising staff that can best assist you.

When you identify the appropriate reason for your appointment, select that reason by clicking directly on it. Once you make a selection, the bubble next to your selected appointment type will be blue and you will be able to click the Done for Reason button on the bottom of the screen to advance to the next step in the process.

Step 8: If you are satisfied with your criteria selection, then click the Continue to Next Step button at the bottom of the page to advance to the next step of the appointment scheduling process.
**Step 9:** Click on the *Select* arrow to choose the location of your appointment and the advisor you wish to meet with.

**Step 10:** Select the appropriate location for your appointment by clicking directly on the desired location. Once you make a selection, the bubble next to your selected location should be blue and you will be able to click the *Answer Next Question* button on the bottom of the screen to advance to the next question.

**Note:** VC has transitioned all support services online in response to COVID-19. Advising appointments are still available and service will be provided to students using remote conferencing tools such as WebEx.
**Step 11:** Select one or more advisors by clicking directly on the advisor’s name. Once you make your selections, the box next to the advisor’s name will be blue and you will be able to click the *Done for Location and Staff* button on the bottom of the screen to advance to the next step.

**Note:** When you select more than one advisor, you will most likely have additional options in regards to meeting times. However, you will not be able to identify or select a specific advisor and will instead be randomly scheduled with any of the available advisors you selected based on who is free during your selected meeting time.

**Step 12:** If you are satisfied with your criteria selection, then click the *Continue to Next Step* button at the bottom of the page to advance to the next step of the appointment scheduling process.
Step 13: Select the date and time that best fits your schedule. You can transition between different weeks using the Previous Week and Next Week buttons and can explore different time slots using the Before noon and After noon options. Please note that all appointments are set for 30 minutes in order to ensure advisor availability for all VC students. Once you select the date and time that best fits your schedule, click the Continue to Next Step button at the bottom of the page.

Step 14: The confirmation screen provides important additional details about your appointment as well as options to schedule appointment reminders and contact information for the Advising & Counseling Services Office. Once you review this information, click on the Confirm Appointment button at the bottom of the screen.
Step 15: Once you confirm your appointment and it is received by the Advising & Counseling Services Office, your designated advisor will send you a follow-up email. This email will include a WebEx meeting link, instructions on how to access the online meeting, and contact information for your specific advisor and the department. Be sure to read the instructions thoroughly prior to your scheduled appointment. If you have any challenges logging into WebEx, reach out to your scheduled advisor as soon as possible.