



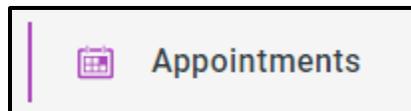
## VICTORIA COLLEGE

### How-To Create an Appointment for Services Student Edition

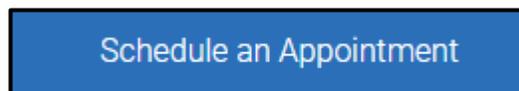
**Step 1:** Log in to your Pirate Portal account.

**Step 2:** Click on the *Launchpad* folder located under the *My Folders* menu. Select the appropriate *Navigate* link to access your *Navigate* account. You will use *Navigate* to schedule appointments for advising and counseling services, tutoring, academic coaching, financial aid support, or for the VC Sports Center.

**Step 3:** Once you log in to your *Navigate* account, click on the *Appointments* link.



**Step 4:** To schedule an appointment, 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.



**Step 5:** Click on the *Select* arrow to input the type of appointment (department) you are seeking

**Step 6:** Select the type of appointment you would like to schedule. Once you make a selection, click the *Answer Next Question* button on the bottom of the screen to advance to the next question.

**Step 7:** Select the service category and reason that best matches your needs. Click the blue button on the bottom of the screen to advance to the next prompts.

**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 staff member you wish to meet with.

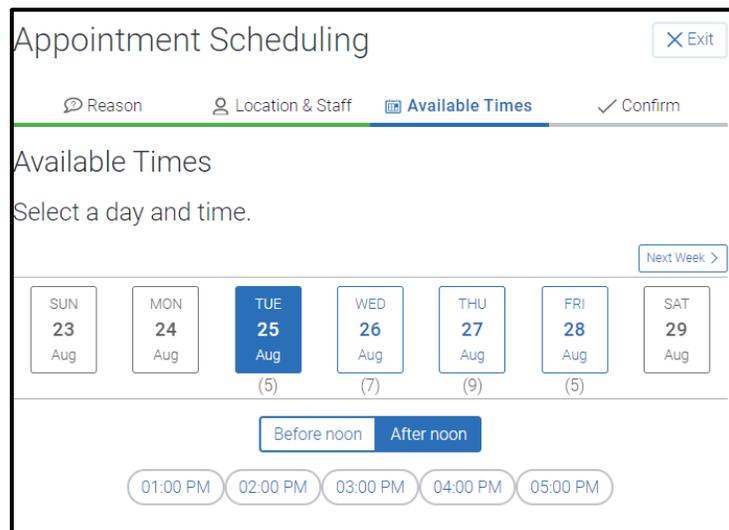


**Step 10:** Select the appropriate location for your appointment by clicking directly on the desired location. Click the *Answer Next Question* button on the bottom of the screen to advance to the next question.

**Step 11:** If scheduling with a Department, select one or more staff members by clicking directly on their name. If scheduling with the Sports Center, select the appropriate room. Click the *Done for Location and Staff* button on the bottom of the screen to advance to the next step.

**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. 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 department you scheduled services with. Once you review this information, you **MUST** click on the *Confirm Appointment* button at the bottom of the screen to secure your appointment.

**Confirm Appointment**

**NOTE:** For virtual appointments, a confirmation email will be sent to your Pirate Portal email which will include a Cisco WebEx meeting link, instructions on how to access the online meeting, and contact information for your specific staff member and the department. Be sure to read the instructions thoroughly prior to your scheduled appointment. If you have any questions about logging into WebEx, reach out to your scheduled staff member or department as soon as possible.