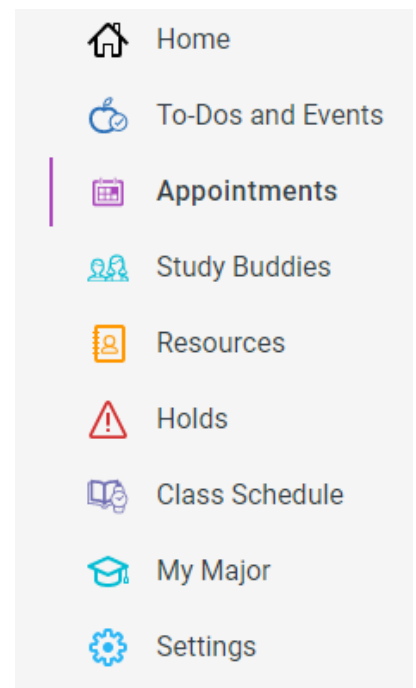


How to schedule a tutoring appointment in Navigate

1. Log in to your MySiena and select **NAVIGATE-STUDENT** (right-hand side)
2. Log into Navigate (EAB) using your MySiena Username and Password
 - a. If you haven't completed the survey questions, please do so
3. Select **Appointments** (left-hand side)
4. Select **Schedule an Appointment**
 - a. select **Tutoring** in the drop down ("What type of appointment would you like to schedule?")
 - i. select 'Answer Next Question' button
 - b. choose one of the options:
 - i. Undergraduate Subjects (i.e. Criminal Justice, Psychology, Business, Accounting, Biology, Chemistry, etc.)
Or
 - ii. Writing Center: Undergrad
 - c. select 'Answer Next Question' button
 - d. choose the **subject** for tutor session
 - e. select 'Done for Reason' button
 - f. Review the **Reason** details and select "Continue to Next Step" button
5. Select **Location** in drop down and select "Answer Next Question" button
 - a. review **Location** and select "Continue to Next Step" button
6. Select your **Available Times** (days and hours) and
 - a. select 'Continue to Next Step' button
7. Review information (add specific comments about the material you wish to cover; add your phone number for contact purposes) and
 - a. select 'Confirm the Appointment' button



mobile app
available for
free download!