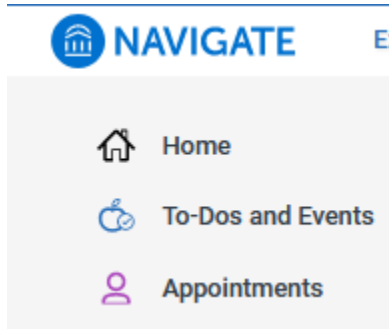


NAVIGATE STUDENT DESKTOP INSTRUCTIONS

1. Select the **Appointments** icon in the Navigate menu (see image below)



2. Click the **Schedule an Appointment** button located on the Appointments page.



3. Select appointment type of "Career Services", select service such as "Choosing a major or goal", pick a date, and click the **Find Available Time** button.

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

• What type of appointment would you like to schedule?

X Career Services X

• Service

X Choosing a major and career goal X

Pick a Date ⓘ

Wednesday, February 9th 2022


Find Available Time

4. Select and available time, which give the option to see available of all staff or individual staff.

Career Services Choosing a major and career goal

Jamestown: Career Services

Located in Medin Campus Center 3rd floor 3100

 TW 2 People
View individual availabilities

Wed, Feb 9th

9:30 - 10:00 AM 9:45 - 10:15 AM 10:00 - 10:30 AM 10:15 - 10:45 AM 10:30 - 11:00 AM 10:45 - 11:15 AM
11:00 - 11:30 AM 11:15 - 11:45 AM 11:30 - 12:00 PM 1:00 - 1:30 PM 1:15 - 1:45 PM 1:30 - 2:00 PM
1:45 - 2:15 PM 2:00 - 2:30 PM 2:15 - 2:45 PM

Show more ▼

Thu, Feb 10th

9:00 - 9:30 AM 9:15 - 9:45 AM 9:30 - 10:00 AM 9:45 - 10:15 AM 10:00 - 10:30 AM 10:15 - 10:45 AM
10:30 - 11:00 AM 1:00 - 1:30 PM 1:15 - 1:45 PM 1:30 - 2:00 PM 1:45 - 2:15 PM 2:00 - 2:30 PM
2:15 - 2:45 PM 2:30 - 3:00 PM 2:45 - 3:15 PM

Show more ▼

5. Review Appointment Details and Confirm by selecting the **Schedule** button.

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Career Services	Service Choosing a major and career goal
Date 02/09/2022	Time 9:45 AM - 10:15 AM
Location Jamestown, Career Services Located in MedIn Campus Center 3rd floor 3100	
Staff Charles Mayer	
Details Hello! My office is 3124 and is located in Career Services in the Student Success Center, MedIn Building, third floor. If you cannot keep your appointment a phone call or email is appreciated: cmayer@jps.edu or 336-334-4822 extension 50178. Career Services Website: Career Services (jps.edu)	
URL / Phone Number 336-334-4822 extension 50178	

Would you like to share anything else?
Text Appointment

Email Reminder
Reminder will be sent to 40student@jps.edu


Text Message Reminder

Phone Number for Text Reminder

Note that students receive a success message.

Dashboard

Success!



Appointment Scheduled
Great job scheduling your appointment!

Note that the appointment is now showing on the student's Navigate Appointments page.

My Appointments My Team History

Upcoming

Choosing a major and career goal with Charles Mayer
Scheduled for 02/09/2022 09:45 AM

Note that the student can click on individual appointments to see details that each staff has provided (see image below).

Appointment Details

Choosing a major and career goal with Charles Mayer

Care Unit
Career Services

Service
Choosing a major and career goal

Date
02/09/2022

Time
09:45 AM

Location
Jamestown: Career Services

People
Charles Mayer

Details
Hello!
My office is 3124 and is located in Career Services in the Student Success Center, Medlin Building, third floor.
If you cannot keep your appointment a phone call or email is appreciated. cmayer@gtcc.edu or 336-334-4822 extension 50178.
Career Services Website: [Career Services \(gtcc.edu\)](http://Career Services (gtcc.edu))

URL / Phone Number
336-334-4822 extension 50178

Comments
Example Student: Test Appointment

Cancel Appointment