


Navigate360: Make an IES Appointment

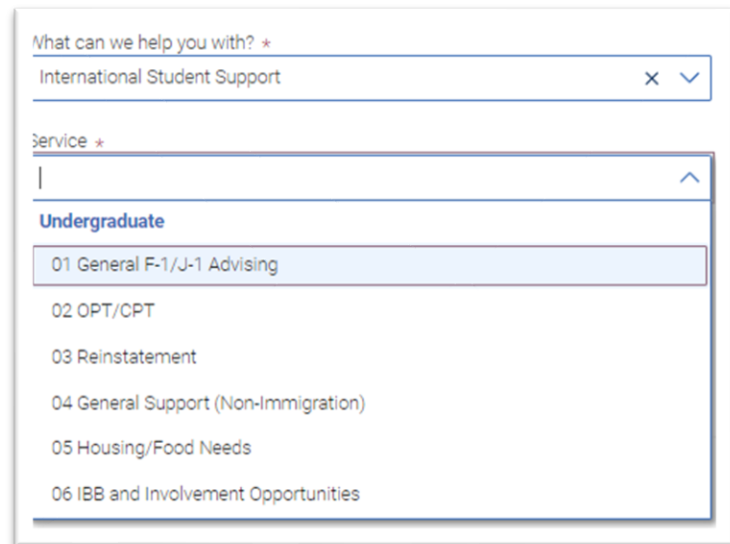
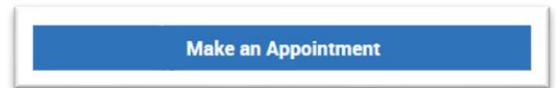
(from the Student Home page)

1. Log into Navigate

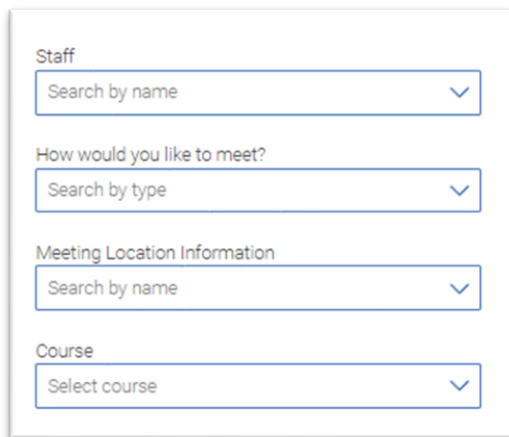
- Log in to Navigate by going to <https://etsu.campus.eab.com/>
- Enter your ETSU username (your email address without the @etsu.edu) and the password you use for GoldLink

2. In Navigate, select a service, advisor, day and time for an appointment.

- Click the Home  icon from the left navigation
- Click *Make an Appointment* on the right
- Select *International Student Support* under the *What can we help you with?* box.
- Click inside the *Service* box. Then click on a service from the pop-up scroll box. You will be able to select from different levels of support, from *01 General F-1/J-1 Advising* to *06 IBB and Involvement Opportunities*.
- Pick a preferred date from the pop-up calendar in the *Pick a Date* box.
- Click *Find Available Time*.
- Find the appropriate meeting time from the list on the right.



The screenshot shows a dropdown menu titled "What can we help you with? *". The selected option is "International Student Support". Below this is a "Service *" dropdown menu with a list of options: "01 General F-1/J-1 Advising" (highlighted), "02 OPT/CPT", "03 Reinstatement", "04 General Support (Non-Immigration)", "05 Housing/Food Needs", and "06 IBB and Involvement Opportunities".

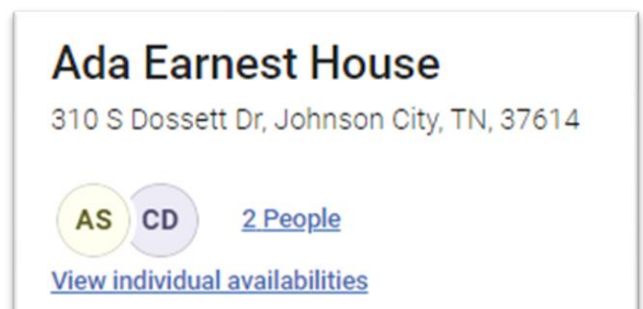


The screenshot shows four search filter boxes: "Staff" with a "Search by name" dropdown, "How would you like to meet?" with a "Search by type" dropdown, "Meeting Location Information" with a "Search by name" dropdown, and "Course" with a "Select course" dropdown.

- Search specific International Services (IES) Staff under the *Staff* box on the left, as well as select *How You Would Like to Meet*, the *Meeting Location*.
- If more than one advisor is available click *View Individual Availabilities* to select a specific staff member. Or, click on a day and time to meet with the first available.

3. Review your appointment details and confirm

- A *Review Appointment Details and Confirm* page will appear. Review the details of the appointment.
- In the *How Would You Like to Meet* box, select a meeting type preference (if not already selected on the previous page): In *Person* or *Virtual* may be options depending on the Staff member's schedule.
- In the *Would You Like to Share Anything Else* box, include additional comments such as what you would like to cover during your appointment.




The screenshot shows the appointment details for "Ada Earnest House" at "310 S Dossett Dr, Johnson City, TN, 37614". It includes two circular icons labeled "AS" and "CD", and the text "2 People". Below this is a link that says "View individual availabilities".

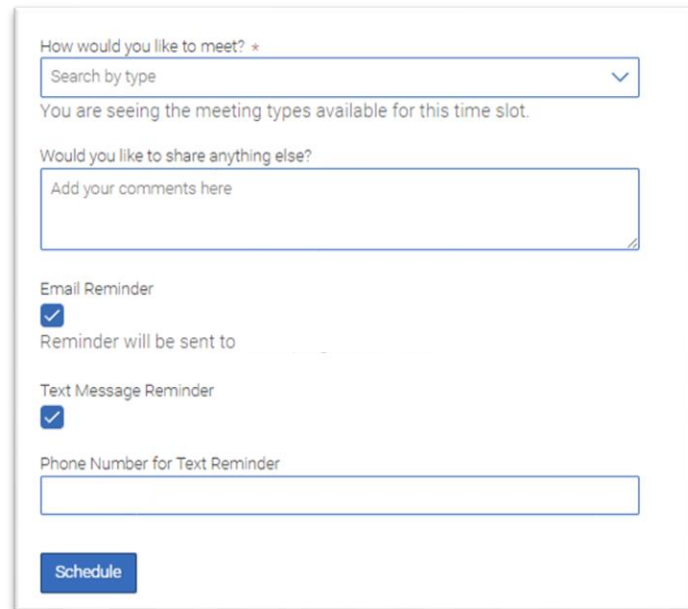
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(from the Student Home page)

- Check that the correct phone number is listed for a text message reminder in the *Phone Number for Text Reminder Box*.
- Click *Schedule*.
- Check ETSU Outlook email for an appointment confirmation.

4. Ensure advising appointments are in your ETSU Outlook calendar by syncing your calendar

- Click the *Calendar*  icon from the left navigation bar.
- Click the *Settings and Sync* button in the top right corner.
- Click *Setup Sync*.
- Click *Microsoft Office 365 (Latest Version)*.
- Enter ETSU username and password.
- Allow 30 minutes for Syncing to complete.



How would you like to meet? *

Search by type

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to

Text Message Reminder

Phone Number for Text Reminder