

Navigate360: Make a TRIO Tutoring Appointment

(from the Student Home page or mobile app)

1. Log into Navigate

- Access your mobile app or login to Navigate on your computer 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, Outlook, etc.

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 *Tutoring* inside the *What can we help you with?* box.
- Select *01 Tutoring for a Course* inside the *Service* box.
 - **NOTE:** if TRIO Tutoring does not have tutoring for a course you are enrolled for, this Service will not show
- Pick a preferred date from the pop-up calendar in the *Pick a Date* calendar view.
- Click *Find Available Time*.
- Find the appropriate meeting time from the list on the right.
- Search specific tutors under the *Staff* box on the left, as well as select *How You Would Like to Meet*, the *Meeting Location*, and the course you need tutoring for.
- If more than one tutor is available click *View Individual Availabilities* to select a specific tutor and available time. Or, click on a day and time to meet with the first available.
 - **NOTE:** If you do not see tutoring for a course you are registered for, click *Request Alternate Appointment Time* and the TRIO Tutoring Coordinator can assist you

Make an Appointment

What can we help you with? *

Tutoring

Service *

01 Tutoring for a Course

Pick a Date

August 26, 2024

Find Available Time

Staff

Search by name

How would you like to meet?

Search by type

Meeting Location Information

Search by name

Course

Select course

TRiO SSS Tutoring

3rd Floor of the Culp Center, Room 333

AW 2 People

/few individual availabilities

Don't see anything that works for you?

[Request Alternate Appointment Time](#)

There may be other locations that support Appointment Request.

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 Tutor's schedule.
- In the *Would You Like to Share Anything Else* box, include additional comments for the Tutor, including what you would like to cover during your session. The more information provided, the better prepared the Tutor can be for the appointment.
 - **EX:** If booking a math-based course appointment, provide clear instructions on formulas or concepts you need help with.
- 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.

Please contact Seth Proffitt with any questions or concerns at proffittb@etsu.edu or 439-6185