

### Accessing Appointment Summary Reports

Appointment Summary Reports are the official record of your appointment at San Francisco State University (SF State). Appointment Summary Reports will contain important information covered during your appointment, possible attachments from your advisor or tutor, suggested follow-up, and meeting information.

#### Step 1 – Log in to Navigator

Navigator can be accessed from your home computer or mobile device. The program is browser-based, and you will need to use your SF State login credentials to access Navigator.

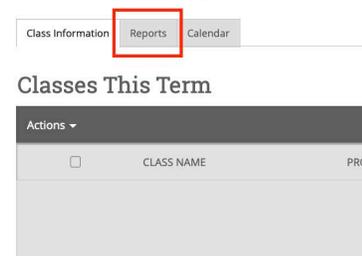
1. Visit <https://navigator.sfsu.edu/>
2. Click on "Students"
3. Click on the Navigator Login button
4. Sign in with SF State login credentials



#### Step 2 – On Student Home Screen, Click the Reports Tab

After logging into Navigator, you will be taken to the Navigator student home screen. From this page, you will need to click on the **REPORTS** tab.

Student Home

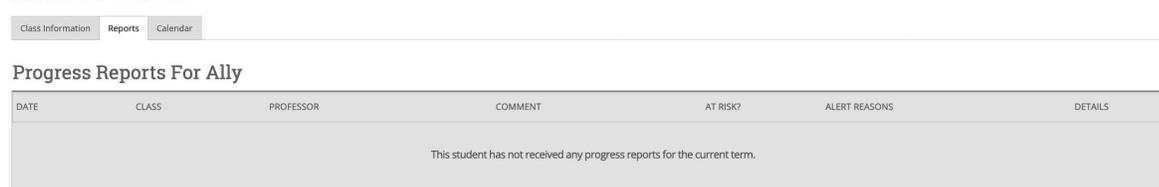


#### Step 3 – Reports Tab

On the **REPORTS** tab, you will be able to view all of the **APPOINTMENT SUMMARY REPORTS** that have been submitted to your profile. You will be able to access your tutoring and advising reports from the same screen.

To view the details of a report, please click on the **VIEW REPORT**.

Student Home



Appointment Summaries For Ally

Care Unit: All care units

DATE	REPORT FILED ON	COURSE	FOLLOW-UP	SUMMARY	DETAILS
07/02/2020 2:00pm PT	07/12/2020	CSC-210 INTR COMP PROG - PASCAL		Begin: Today Me an Ally Gat...	<a href="#">View Report 07/02/2020 2:00pm PT</a>
06/11/2020 2:00pm PT	06/12/2020			Practice Session for schedu...	<a href="#">View Report 06/11/2020 2:00pm PT</a>