NAVIGATOR
San Francisco State University

How to Schedule a Learning Support Appointment
Navigator: https://sfsu.campus.eab.com/   Log in using your SF State credentials

Schedule an Appointment On the upper right side of your student homepage, click the **Schedule an Appointment** button to open the appointment scheduling tool.		SAN FRANCISCO STATE UNIVERSITY **Schedule an Appointment**
What Can We Help You Find? After selecting **Schedule an Appointment,** the appointment-making workflow will open. You will need to expand the drop-down in each area to check appointment availability.		**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? *Service Pick a Date ⓘ Tuesday, June 28th 2022 **Find Available Time**
What Kind of Appointment Would You Like to Make? To begin, select one of the appointment types. For a tutoring appointment, you will need to select **Learning Support.**		*What type of appointment would you like to schedule? ✔ Advising ✔ Learning Support

What is the Primary Reason for the Appointment? Select the service that best matches the reason you are seeking assistance.		*Service **Subject Specific Support (Tutoring)** ✔ Individual Tutoring for Specific Courses **Writing Support (Tutoring)** ✔ Individual Tutoring for Writing
Pick a Date to Start Searching for Appointments Pick a day to see available times for the day. Please note the system will also display availabilities for 30 days after the selected date. Select		Pick a Date ⓘ Tuesday, June 28th 2022
Viewing Appointment Availabilities The availabilities shown will be dependent on the previous decisions you have made for appointment type and appointment service. **(1)** If more than one tutor has availabilities that fit your selections, all the tutor availabilities will show. To view the availabilities for a specific tutor, please select **View Individual Availabilities.** Select a time for the appointment by clicking on the time block. **(2)** If you need to start the appointment process over, please select Start Over at the top of the screen.	**New Appointment** **All Filters** **2** Start Over What type of appointment would you like to schedule? ✔ Learning Support Service ✔ Individual Tutoring for Writing Pick a Date ⓘ June 2022 ‹ 28 › S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 **28** 29 30 Staff Search by name ⌄ How would you like to meet? Search by type ⌄	🔒 Learning Support 🔒 Individual Tutoring for Writing **Tutoring and Academic Support Center** 2 People **1** View individual availabilities Wed, Jun 29th 12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:0 Thu, Jun 30th 8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:0 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM Fri, Jul 1st 8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:0 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM Mon, Jul 4th 8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:0 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM

Sorting Availabilities for a Specific Meeting Type

To sort the availabilities by a specific meeting type, please do so with the filter noted.

Meeting types can be sorted by **In-Person (On Campus)** and **Virtual (Zoom).**

Virtual (Zoom) appointments will include a Zoom link that students will use to attend their appointment.

Review Appointment Details and Confirm

You can add any additional comments in the field box: Would you like to share anything else?

Important: Your comments will appear in the advisors Appointment Confirmation.

If you had not selected a meeting type for your appointment, you will now be required if you want a **Virtual (Zoom)** or **In-Person (On Campus)** appointment.

Click **Schedule** to confirm the appointment.

| **Appointment Confirmation**

Select **"View Appointments"** to see all of the upcoming Advising appointments you have scheduled. You may start the appointment-making workflow again by clicking on **"Schedule Another Appointment."** |

Appointment Scheduled
Great job scheduling your appointment!

[View Appointments] [Schedule Another Appointment] |
| **Where can I see my Scheduled Upcoming Appointments?**

Scheduled upcoming appointments can be viewed on the Navigator Student Home Page. | **Upcoming Appointments**

📅 Degree Progress And Planning
With Staff Name
06/29/2022 11:30am PT
Online Check-in is Not Available |