

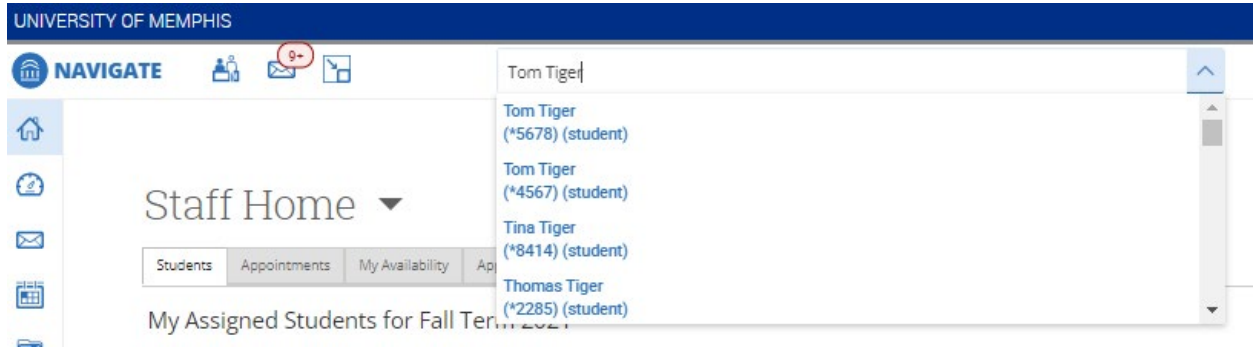
Accessing Navigate

Login to Navigate at <https://memphis.campus.eab.com> or use the link in the myMemphis Advising page.

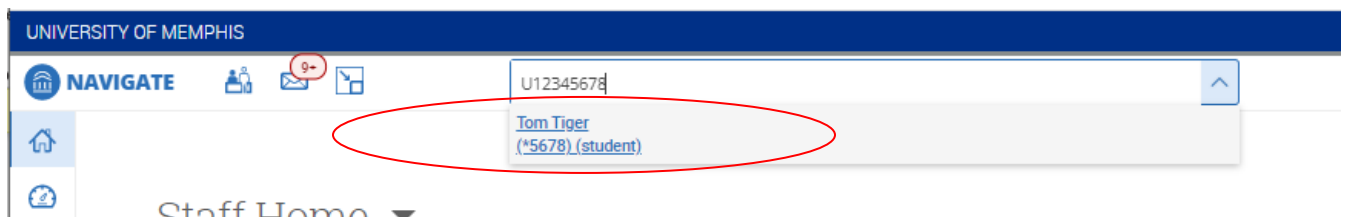
The screenshot shows the myMemphis Advising dashboard. At the top left is the University of Memphis logo. Below it is the word 'ADVISING'. A navigation bar includes 'myMemphis', 'Student', 'Student Pages', 'Home', 'UofMOnline', 'Faculty', 'Advising' (highlighted), 'Employee', 'Finance', 'Workflow', and 'Former Student'. On the right are links for 'umMail', 'IAM', 'Help', and 'Logout'. The main content area is titled 'Advisor Dashboard' and contains search fields for 'Term', 'ID', 'Last Name', and 'First Name'. Below these are filters for 'Student', 'Advisees', 'Both', and 'All'. A section titled 'Advising Forms' lists various forms like 'Advising - Information on your advisees', 'Alternate PIN (SPAAPIN)', 'Student Registration Permit - Overrides (SFASRPO)', 'Advisor Assignment (SGAADVR)', 'UM Degree', 'Degree Planning tool for advisors', 'NSO Dashboard', 'NSO Dashboard report', 'NSO Dashboard Instructions', and 'Banner INB SSO(GUAGMNU)'. To the right, a 'Navigate' section features the 'NAVIGATE' logo and a red oval around it, with a small text description below: 'Use Navigate to manage advising appointments, issue and manage alerts, track POC reporting, and so much more!'.

Navigate to Student Page

1. Type the student's **name**, **UID**, or **UUID** into the **Quick Search** at the top of the page

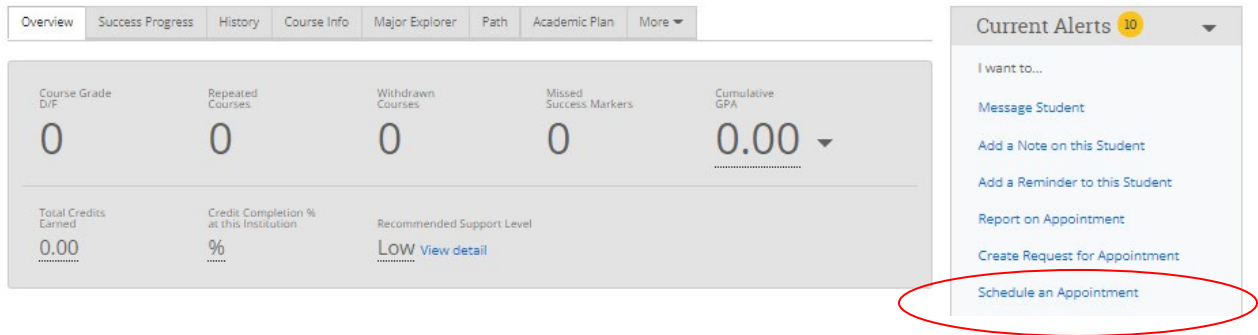


2. Select the Appropriate Student



Scheduling the Appointment

1. From the student page, click **Schedule an Appointment**



The screenshot shows a student profile page with a navigation bar at the top containing tabs: Overview, Success Progress, History, Course Info, Major Explorer, Path, Academic Plan, and More. Below the navigation bar is a summary card with the following data:

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0	0	0.00

Below the summary card are three more metrics:

Total Credits Earned	Credit Completion % at this Institution	Recommended Support Level
0.00	%	LOW View detail

On the right side of the page is a 'Current Alerts' dropdown menu with 10 alerts. The menu is open, showing a list of actions: Message Student, Add a Note on this Student, Add a Reminder to this Student, Report on Appointment, Create Request for Appointment, and **Schedule an Appointment** (which is circled in red).

2. From the **Schedule Appointment** page, make the following selections in the filters on the left side of the screen:

Care Unit= Academic Advising

Location= Student's College or Major

Service= Academic Advising

Meeting Type= ***Phone, Zoom, In-Person, or Email based on student preference

Filters

Care Unit
Academic Advising

Location
College of Health Sciences

Service
Academic Advising

Course

Meeting Type
In-Person

***Note: Not all advisors offer all Meeting Types. Once you select a **Meeting Type**, you will see days/times in the **Available Times** column of the Select an Organizer section (Figure 1).

If you do not see any days/times in that section for a given advisor (Figure 2), that advisor is not available for the selected Meeting Type

Figure 1: Staff available for selected Meeting Type

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Johnson, Angela	For: Appointments/Campaigns Tue, Thu-Fri 9:00am - 12:00pm CT For: Appointments/Campaigns Tue, Thu-Fri 1:30pm - 3:30pm CT
<input type="radio"/>	Walker, Kathy	For: Appointments/Campaigns Mon-Fri 9:00am - 3:30pm CT

Figure 2: Staff not available for selected Meeting Type

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Johnson, Angela	
<input type="radio"/>	Walker, Kathy	

3. Once you select the appropriate **Advisor**, their schedule for the current week will populate below

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Johnson, Angela	For: Appointments/Campaigns Mon-Fri 1:30pm - 3:30pm CT For: Appointments/Campaigns Mon-Fri 9:00am - 12:00pm CT For: Appointments/Campaigns Mon, Wed 8:30am - 12:00pm CT (Fall Term 2021)
<input checked="" type="radio"/>	Walker, Kathy	For: Appointments/Campaigns Mon-Fri 9:00am - 3:30pm CT

Choose A Time To Meet

Length:

Availabilities: ?

TIME SLOT	12/05 (SUN)	12/06 (MON)	12/07 (TUE)	12/08 (WED)	12/09 (THU)	12/10 (FRI)	12/11 (SAT)
8:30am - 9:00am CT	BUSY	BUSY	BUSY	BUSY	BUSY	BUSY	
9:00am - 9:30am CT	0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	
9:30am - 10:00am CT	1/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	0/1 CONFLICTS	<input type="checkbox"/> 0/1	
10:00am - 10:30am CT	1/1 CONFLICTS	1/1 CONFLICTS	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	1/1 CONFLICTS	1/1 CONFLICTS	
10:30am - 11:00am CT	1/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	0/1 CONFLICTS	<input type="checkbox"/> 0/1	
11:00am - 11:30am CT	1/1 CONFLICTS	1/1 CONFLICTS	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	0/1 CONFLICTS	<input type="checkbox"/> 0/1	
11:30am - 12:00pm CT	1/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	
12:00pm - 12:30pm CT	0/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	BUSY

Note: You can use the calendar on the left side of the screen to select other weeks.

Select a Date

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

4. To schedule the appointment, select the checkbox for an available time (shown in green) and click the blue **Save Appointment** button at the bottom of the screen

TIME SLOT	12/05 (SUN)	12/06 (MON)	12/07 (TUE)	12/08 (WED)	12/09 (THU)	12/10 (FRI)	12/11 (SAT)
8:30am - 9:00am CT	BUSY	BUSY	BUSY	BUSY	BUSY	BUSY	
9:00am - 9:30am CT	0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	0/1 BUSY	
9:30am - 10:00am CT	1/1 CONFLICTS	0/1 CONFLICTS	<input checked="" type="checkbox"/> 0/1	0/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	
10:00am - 10:30am CT	1/1 CONFLICTS	1/1 CONFLICTS	<input type="checkbox"/> 0/1	1/1 CONFLICTS	1/1 CONFLICTS	1/1 CONFLICTS	
10:30am - 11:00am CT	1/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	0/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	
11:00am - 11:30am CT	1/1 CONFLICTS	1/1 CONFLICTS	<input type="checkbox"/> 0/1	0/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	
11:30am - 12:00pm CT	1/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	
12:00pm - 12:30pm CT	0/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	BUSY

Repeat This Appointment?

Repeat

Does not repeat

Save Appointment

Cancel

Note: Times slots marked as **Busy**, indicate that an event/appointment exists on the staff member's University of Memphis calendar. Times marked as **Conflicts** indicate that either the student has a conflict with their class schedule or the staff member has a conflict with another appointment or a class they are teaching.

You can click on **Conflicts** to see details of the student and/or staff member's conflict for a given time slot.

Conflicts

ENGL-1010-E07 English Composition

Tom Tiger

Academic Advising

Kathy Walker

OK

Immediately after the appointment is saved, the student will receive an email confirmation with appointment details. Students also receive reminder emails and text messages the day before and day of the appointment.