

Login to Navigate at <https://memphis.guide.eab.com/> or through the link in the myMemphis portal

Click on the **blue Schedule an Appointment** button in the upper right of the screen



Schedule an Appointment

Make the appropriate selections from the three drop down menus based on the type of appointment you wish to schedule and **click Next**. The example below shows the selections for an In Person appointment with your Academic Advisor

Schedule Appointment

What type of appointment would you like to schedule?

Academic Advising ▼

To help you find a time, please tell us why you'd like to see someone.

Advising Appointment (Try this first) ▼

Choose from the following options and click Next.

Advising- In Person ▼

Next ►

Select the appropriate **location** and **click Next**. In most cases, you will only have 1 option.

Schedule Appointment

What location do you prefer?

Academic Counseling Center- 125 Pa... ▾

Who would you like to meet with? You may choose more than one person.

Any Staff

If you don't have a preference, just click Next.

◀ Back Next ▶

You can scroll from one week to the next and click on **Morning** or **Afternoon** to see available times

Schedule Appointment

◀ Times From May 28 To June 01 ▶

Tue, May 28	Wed, May 29	Thu, May 30	Fri, May 31	Sat, Jun 01
Morning 2 Available	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon 6 Available	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A

** All times listed are in Central Time (US & Canada).*

refreshed at 8:47am CDT.

Select the **date/time** that works for you and **click Next**

Schedule Appointment

Times From May 28 To June 01

Tue, May 28	Wed, May 29	Thu, May 30	Fri, May 31	Sat, Jun 01
<p>Close</p> <p>1:00pm</p> <p>1:30pm</p> <p>2:00pm</p> <p>2:30pm</p> <p>3:00pm</p>	<p>Morning N/A</p> <p>Afternoon N/A</p>	<p>Morning N/A</p> <p>Afternoon N/A</p>	<p>Morning N/A</p> <p>Afternoon N/A</p>	<p>Morning N/A</p> <p>Afternoon N/A</p>

Central Time (US & Canada). refreshed at 8:47am CDT.

Confirm that all details are correct including the **mobile number displayed** for your text message reminder. **Click the blue Confirm Appointment button** to schedule your appointment.

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: [Redacted] **When:** Tuesday, May 28
1:00pm - 1:30pm

Why: Advising- In Person **Where:** Academic Counseling Center- 212 Wilder

Additional Details

Is there anything specific you would like to discuss with Emily ?

Comments for your staff...

Send Me an Email
 Send Me a Text
Please provide your mobile number

[Mobile Number Input Field]

◀ Back

Confirm Appointment