Login to Navigate at [https://memphis.guide.eab.com/](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

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

You can scroll from one week to the next and click on Morning or Afternoon to see available times.
Select the **date/time** that works for you and **click Next**

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.