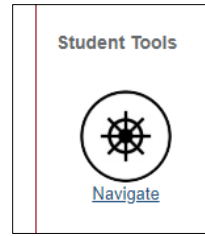
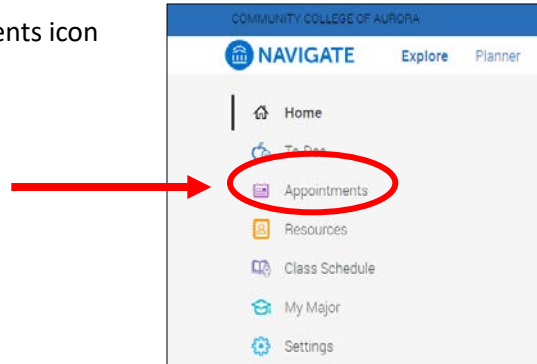


How to Schedule an Appointment with a Pathway Advisor Using Navigate

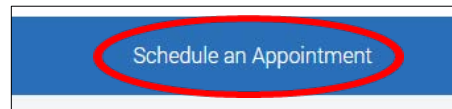
1. Go to ccaurora.edu
2. Click on MyCCA to log into your student portal
3. Select the Navigate Icon on your Dashboard



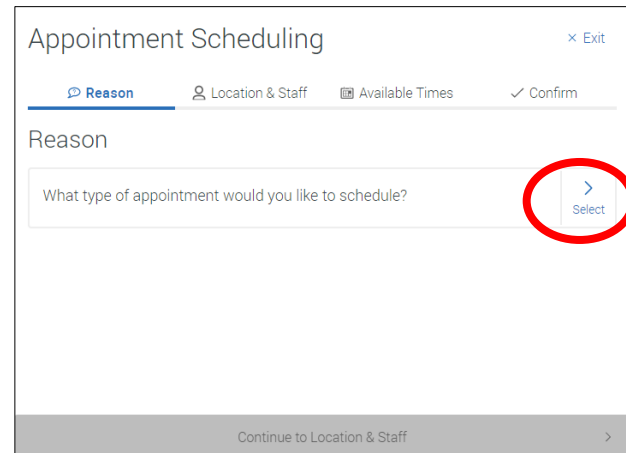
4. Select the appointments icon



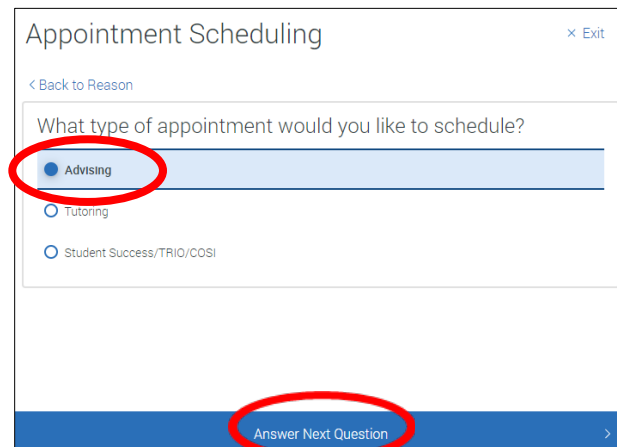
5. Select Schedule an Appointment



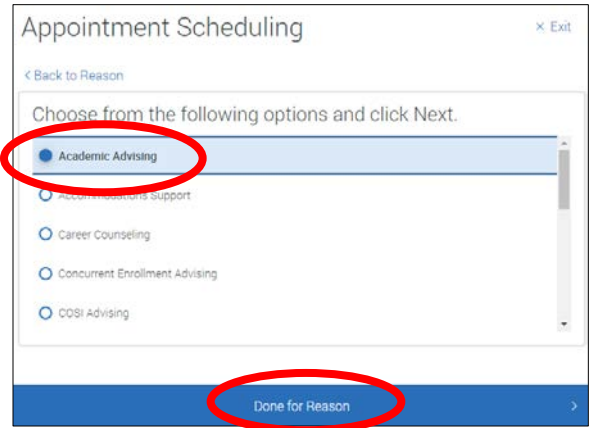
6. Click the Select arrow next to "What type of appointment would you like to schedule?"



7. Select Advising, and then Answer Next Question

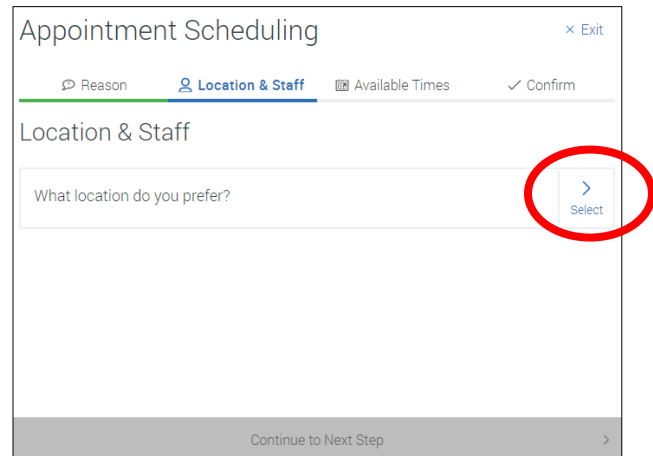


8. Select Academic Advising, and then Done for Reason

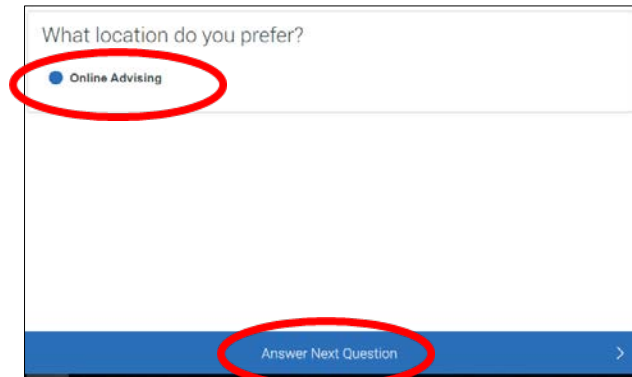


9. On the following screen, select Continue to Next Step.

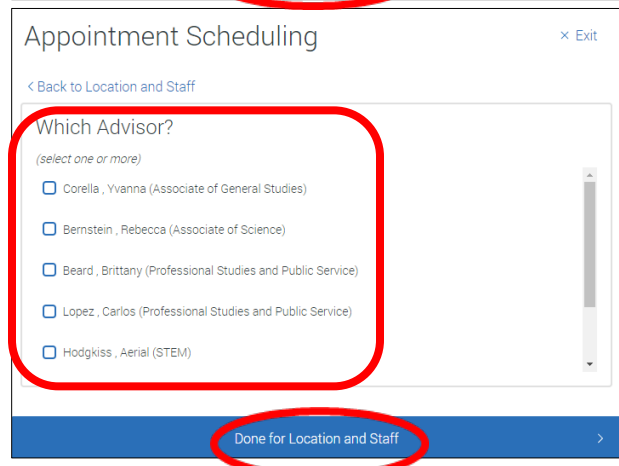
10. Now, click Select in order to pick the location



11. Select the 'Online Advising' location, and then Answer Next Question

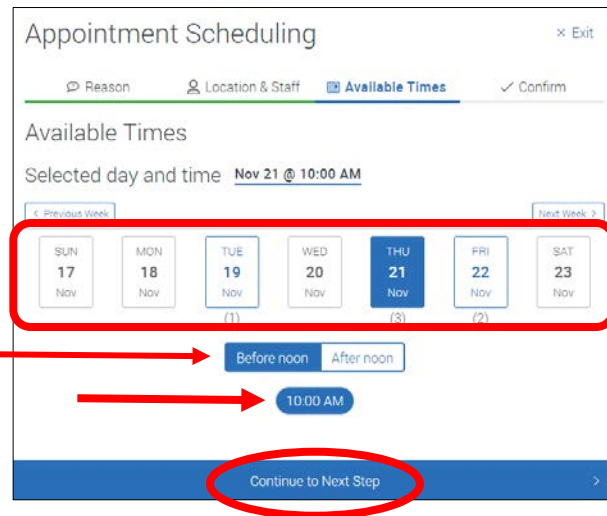


12. Now select **YOUR** Pathway Advisor. The Pathway for each advisor is shown on this screen next to the advisors name. Then Select Done for Location and Staff.



13. On the following screen, select Continue to Next Step

14. Select your preferred day. The days that have availability will have blue boxes with a number in parentheses below the box indicating how many appointment slots are available that day. The boxes outlined in black do not have any availability. After you select the day, then select “Before noon” or “After noon” and the time(s) available will appear below. Select your desired time, and continue to next step.



15. Confirm the details of your appointment. Leave a comment in the comment box about what you would like to discuss with your advisor. Select the appropriate appointment reminders, and then confirm the appointment.

