

Health Professions Advising Center

Academic Success and Undergraduate Advising

## APPOINTMENT SCHEDULING

## APPOINTMENT TUTORIAL

This guide provides a step-by-step on how to schedule a Health Professions Advising Appointment through your myCoyote Navigate portal. When scheduling an appointment, make sure you note the reason for your visit, and any concerns you may have upon your arrival.

## **Current CSUSB students:** Please schedule an advising appointment with HPAC through Navigate.

Alumni: Please e-mail <u>hpac@csusb.edu</u>

## How to Schedule an Appointment on Navigate:

**Step 1:** Log on to your MyCoyote.

**Step 2:** Select the "Advising Tools" tile.

**Step 3:** Select the "Navigate EAB" tile.



**Step 5:** Select "University Success."

**Step 6:** Select "Pre-Health Advising."

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合	< <u>Go Back</u> ∣ <u>Dashboard</u>	
	New Appointment	
	What can we help you find?	Other Options
	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.	View Drop-In Times
	What type of appointment would you like to schedule? *	Meet With Your Success Tea

**Step 7:** Ensure the Advisor says "Crystal Otubuah"

**Step 4:** Select the "Schedule an Appointment" tab.

