


Navigate: Make an Appointment with an Advisor

(from the Student Home page)


1. Log into Navigate

- Login to Navigate by going to <https://etsu.campus.eab.com/>
- Enter your ETSU username (your email address without the @etsu.edu) and the password you use for GoldLink


2. In Navigate, select the appointment you would like to cancel.

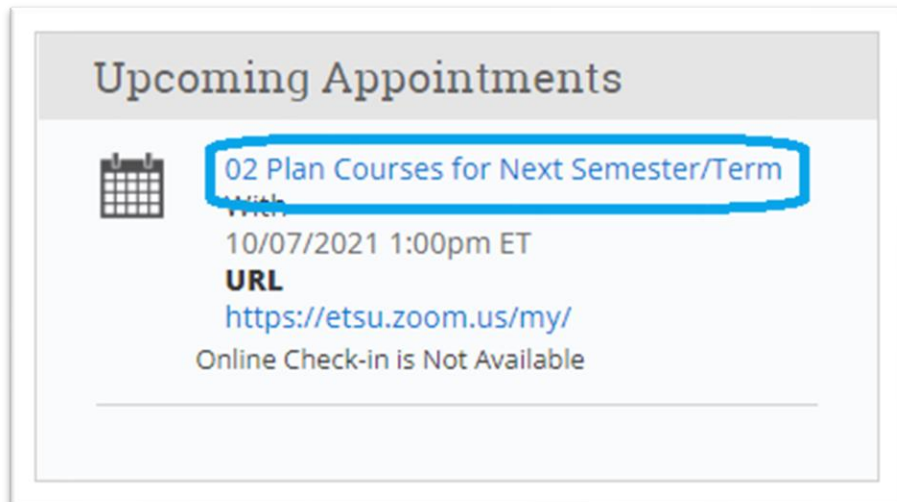
- Click the Home  icon from the left navigation
- In the *Upcoming Appointments* box on the right, click the title of the appointment you would like to cancel
- In the *Manage Appointment* window, click the Cancel button under your name
- Select *Appointment Cancelled* from the drop-down menu under *Reason*.
- Click the *Mark as Cancelled* button.

3. Schedule a new advising appointment.


- Click the Home  icon from the left navigation
- Click *Make an Appointment* on the right

4. Ensure advising appointments are in your ETSU Outlook calendar by syncing your calendar.

- Click the *Calendar*  icon from the left navigation bar.
- Click the *Settings and Sync* button in the top right corner.
- Click *Setup Sync*.
- Click *Microsoft Office 365 (Latest Version)*.
- Enter ETSU username and password.
- Allow 30 minutes for Syncing to complete.



Upcoming Appointments

 02 Plan Courses for Next Semester/Term

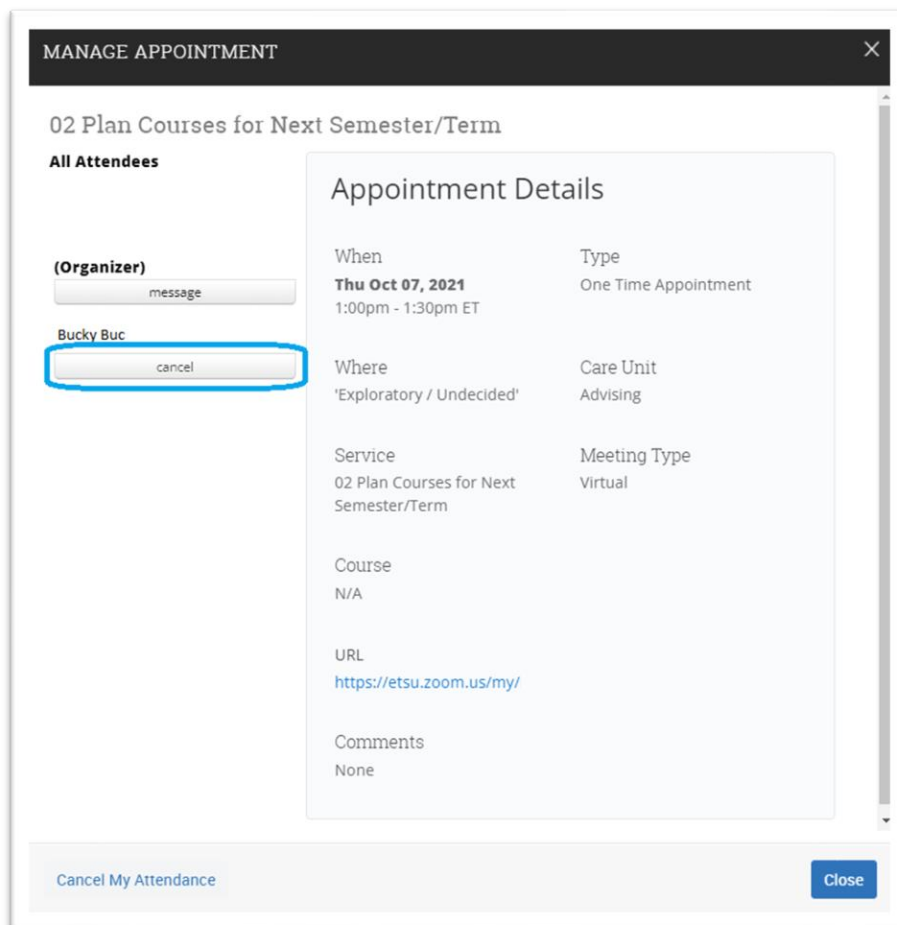
With

10/07/2021 1:00pm ET

URL

<https://etsu.zoom.us/my/>

Online Check-in is Not Available



MANAGE APPOINTMENT

02 Plan Courses for Next Semester/Term

All Attendees

(Organizer)

message

Bucky Buc

cancel

Appointment Details

When	Type
Thu Oct 07, 2021 1:00pm - 1:30pm ET	One Time Appointment
Where	Care Unit
'Exploratory / Undecided'	Advising
Service	Meeting Type
02 Plan Courses for Next Semester/Term	Virtual
Course	
N/A	
URL	
https://etsu.zoom.us/my/	
Comments	
None	

Cancel My Attendance

Close