STUDENT GUIDE FOR SCHEDULING AN ASAC TUTORING APPOINTMENT

DESKTOP GUIDE:

1. Two ways to log in to Student Navigate via desktop:

Option 1 via Mt. SAC Webpage – click Sign In on the top menu bar then click Navigate (Student Success).



Option 2 via Mt. SAC Portal – in your Portal look for the *Navigate (Student) card* and click the *Navigate Student button*.



2. On the homepage, click the plus icon located on the upper right corner then select *Schedule Appointment*.



- 3. On the *New Appointment page*, enter the following in the drop-down menus:
 - a. What type of appointment would you like to schedule? = ASAC
 - b. Service = The course that you would like to see a tutor for
 - c. *Pick a Date* = Date of appointment

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4. Select the day and time that you would like to schedule your appointment.

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5. Review the appointment procedures and policies.

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- 6. Scroll down the page and enter the following information:
 - a. How would you like to meet? = In-person or Zoom
 - b. *Would you like to share anything else?* = any information that you would like to share to help the tutor better prepare for the session (assignment, professor, directions).
- 7. Click *Schedule* to confirm the appointment.

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MOBILE NAVIGATE APP. GUIDE:

- 1. Download Navigate App.:
 - a. Download and install the Navigate Student app. from the Apple App Store or Google Play.
 - b. Link the Navigate app. to your school account by selecting Mt. San Antonio College.
 - c. Log in using your Mt. SAC user ID and password.

2. Schedule a Tutoring Appointment:



a. Tap on the *Appointments* icon.



b. Tap *Schedule an Appointment*.

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Other Options	4				

c. Select **ASAC** as appt. type then answer questions about your appt. preferences (course, date, time, and modality).