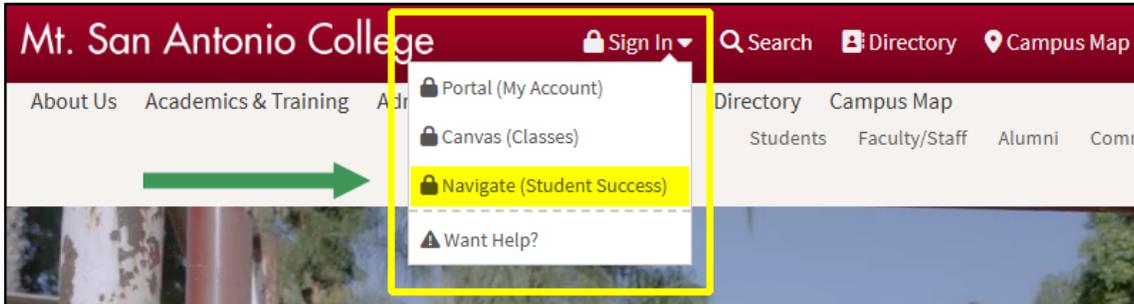


STUDENT GUIDE FOR SCHEDULING AN ASAC TUTORING APPOINTMENT

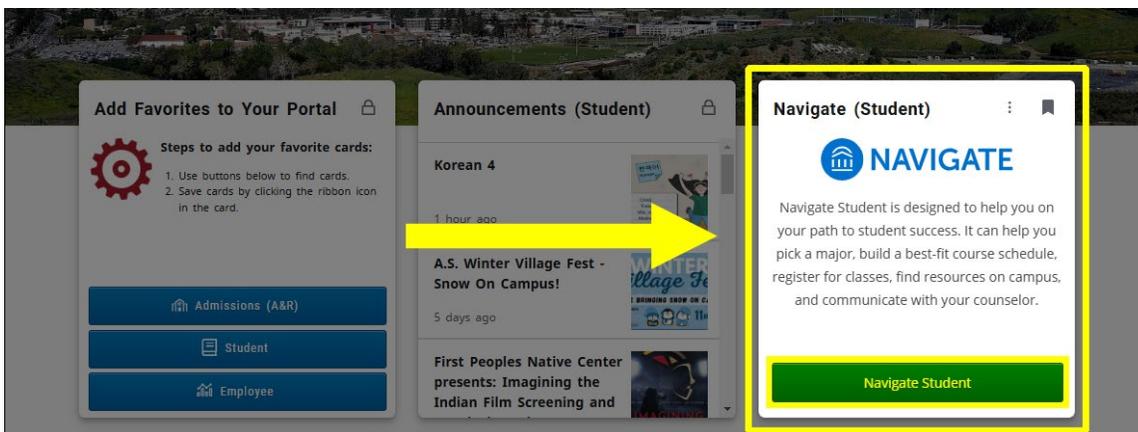
DESKTOP GUIDE:

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

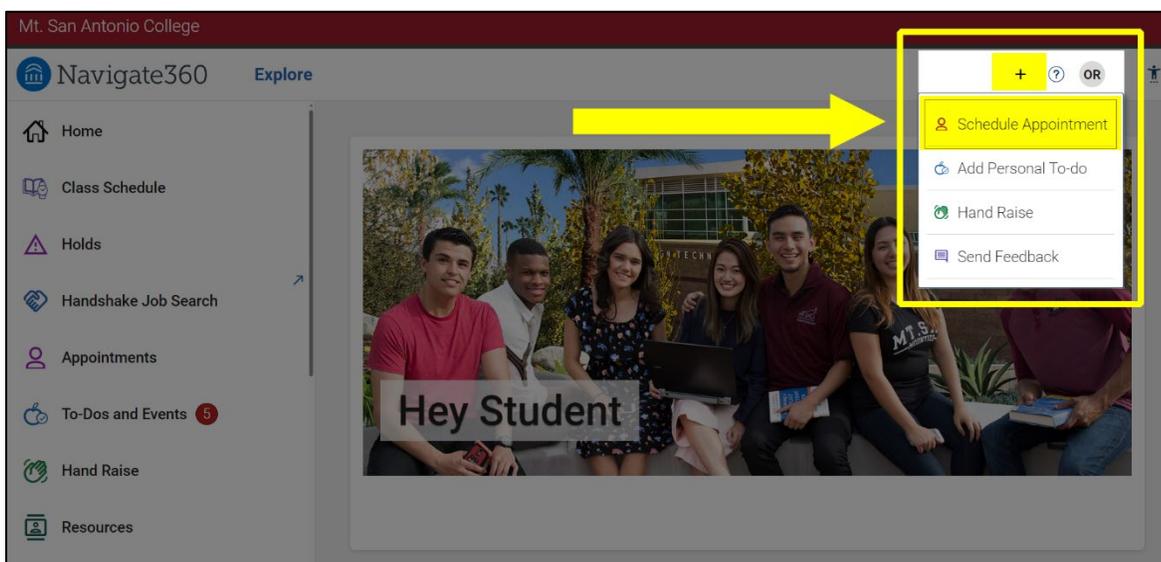
Option 1 via Mt. SAC Webpage – click **Sign In** on the top menu bar then click **Navigate (Student Success)**.



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

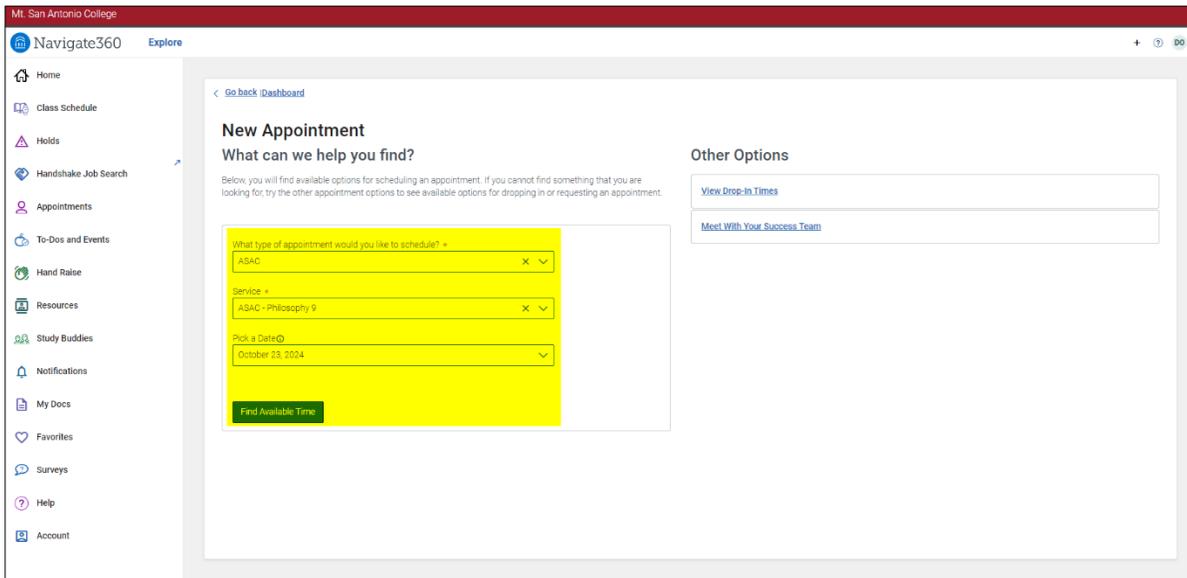


2. On the homepage, click the plus icon located on the upper right corner then select **Schedule Appointment**.

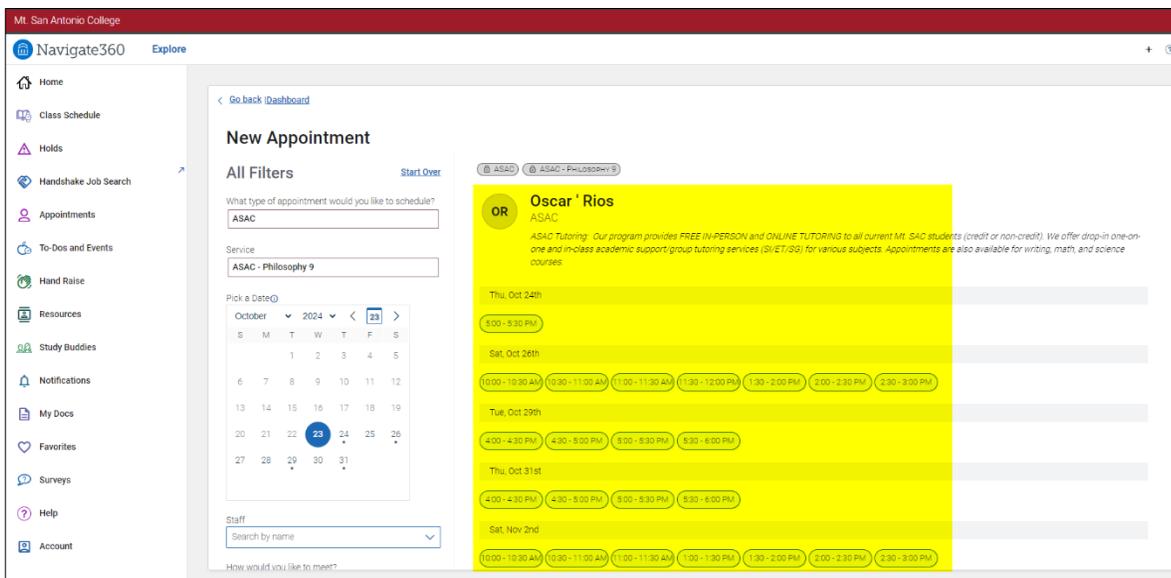


3. On the **New Appointment page**, enter the following in the drop-down menus:

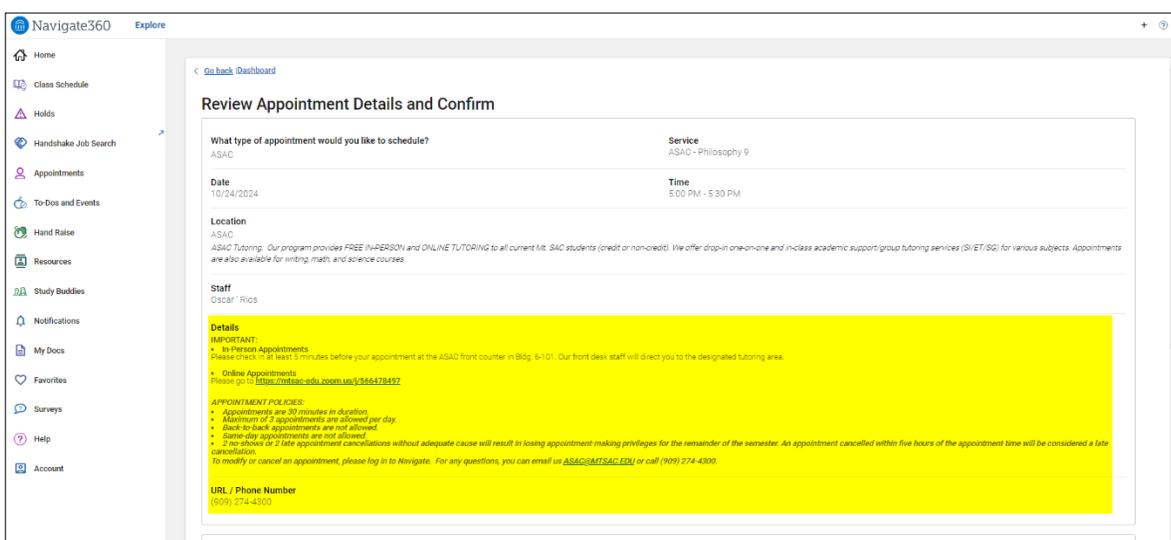
- a. **What type of appointment would you like to schedule?** = ASAC
- b. **Service** = The course that you would like to see a tutor for
- c. **Pick a Date** = Date of appointment



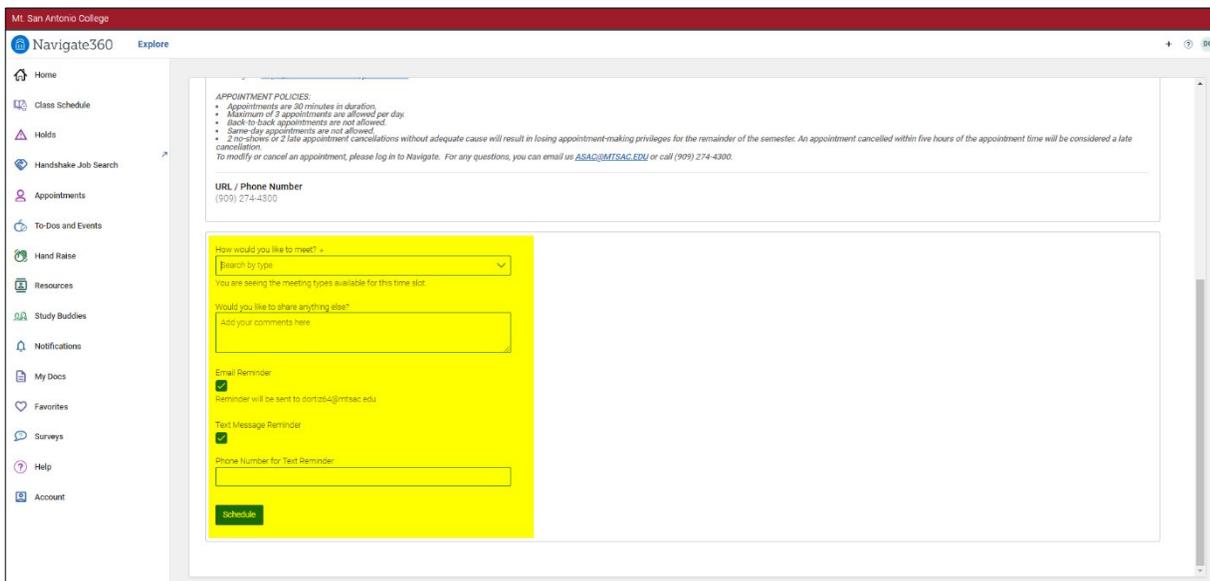
4. Select the day and time that you would like to schedule your appointment.



5. Review the appointment procedures and policies.



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.

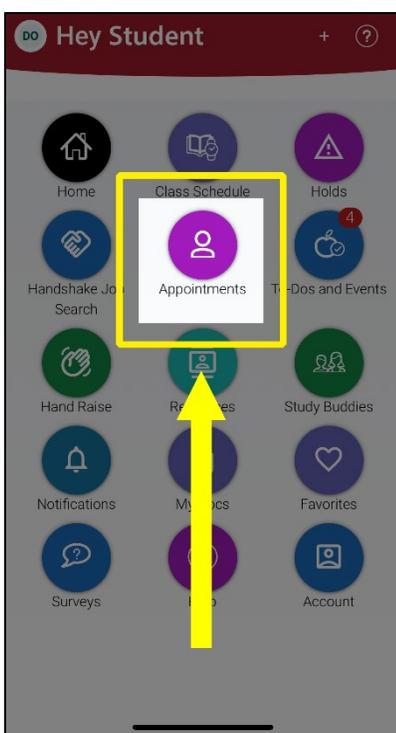


MOBILE NAVIGATE APP. GUIDE:

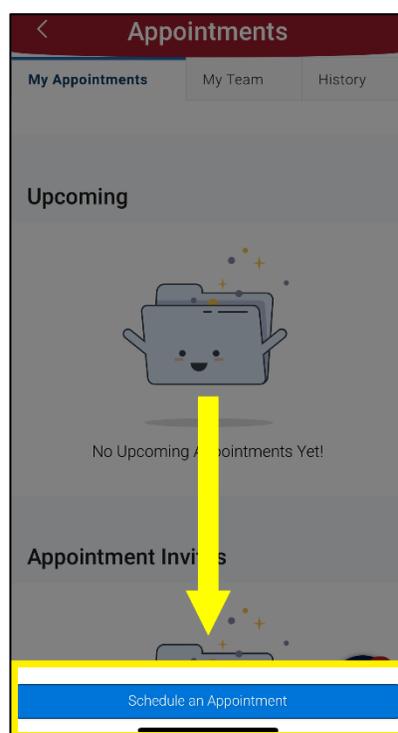
1. Download Navigate App.:

- 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.

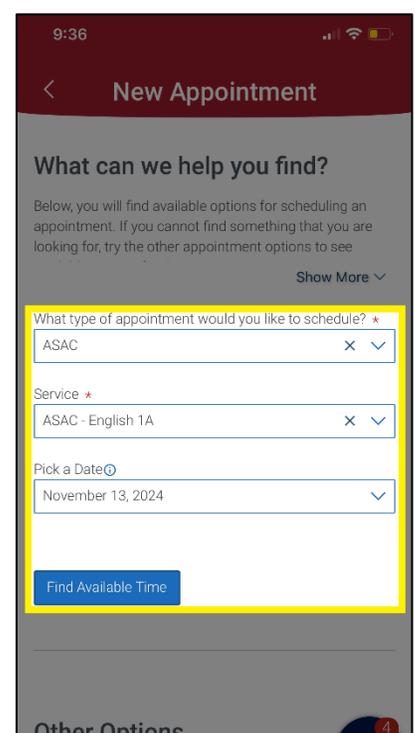
2. Schedule a Tutoring Appointment:



a. Tap on the **Appointments** icon.



b. Tap **Schedule an Appointment**.



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