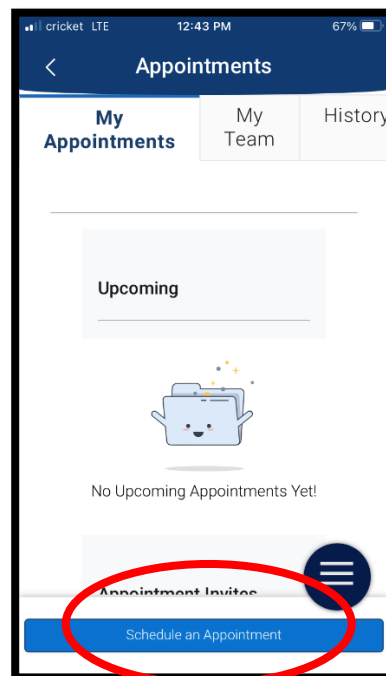
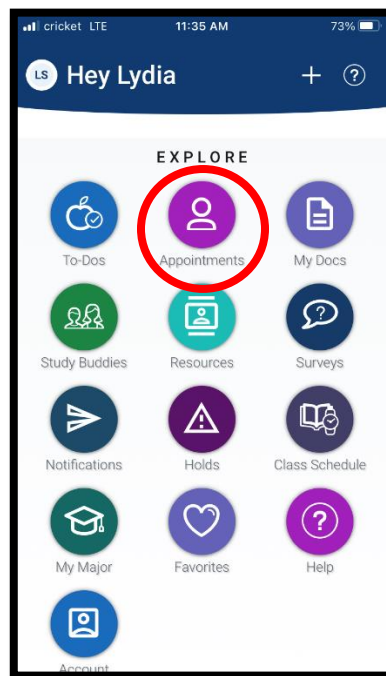


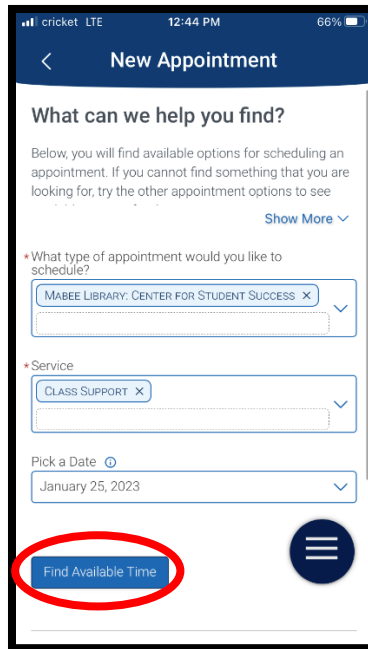
How Do I Schedule an Appointment?

Step 1: Open the Navigate App on your smartphone or go to: <http://washburn.navigate.eab.com> (make sure you sign in with your Washburn email & password)

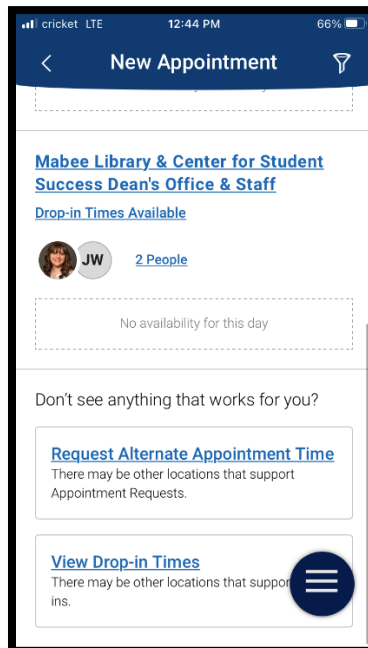
Step 2: Select the **Appointments** icon, then select the **Schedule an Appointment** button.



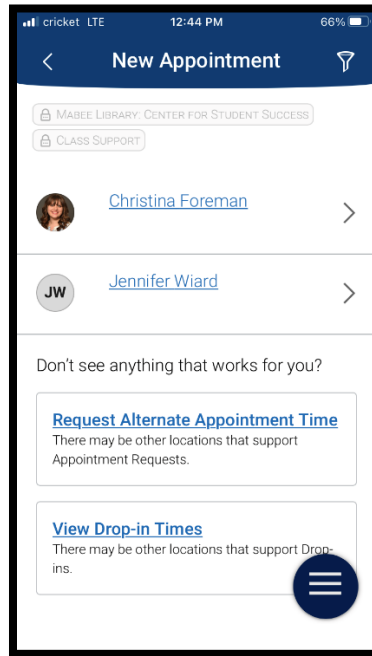
Step 3: Fill in the **Type of Appointment, Service, and Pick a Date**, then click the **Find Available Time** button.



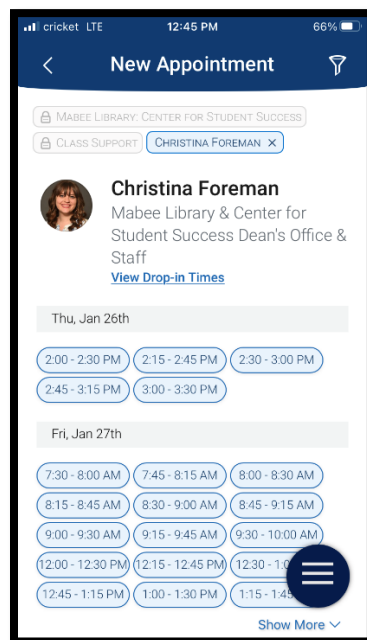
Step 4: Choose the location for your appointment, **Request Alternate Appointment Time**, or **View Drop-in Times**.



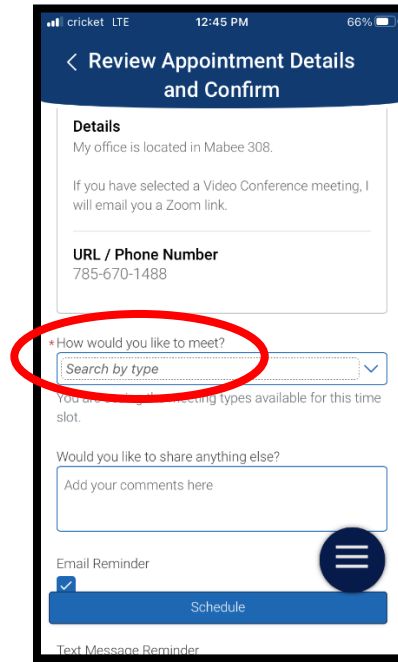
Step 5: Choose who you would like to meet with.



Step 6: Select the time you would like to meet.



Step 7: Fill in **How would you like to meet?** and **Would you like to share anything else?**



Step 8: Review the details of your appointment, and click **Schedule!**

