

# HOW TO SCHEDULE AN APPOINTMENT WITH YOUR ASSIGNED ADVISOR IN NAVIGATE

## STEPS 1, 2 & 3

Login to your ACES Portal, Select the "Start Here" tab, then Select AlamoNavigate, as shown.

The screenshot shows the Alamo Colleges District website. The navigation bar includes 'Home', 'Start Here', 'Student', 'My Courses', 'My Page', 'Faculty', 'Employee', and 'My Library'. The 'Start Here' tab is highlighted with a red box. Below the navigation bar, there are several sections: 'Bacterial Meningitis' with links for 'Requirements and FAQs' and 'Submit Documents'; 'Personal Information' with links for 'Update Addresses and Phones', 'Update E-mail Addresses', and 'Update Emergency Contacts'; 'AlamoNAVIGATE' with a large blue graduation cap icon and the text 'AlamoNAVIGATE'; and a 'Financial Aid Checklist' table. The 'AlamoNAVIGATE' section is also highlighted with a red box.

## STEP 4

Click on "Login", then Click on "Accept"

The screenshot shows the Alamo Colleges District login page. The background features a group of graduates in blue gowns and caps. The text reads 'Welcome to Alamo Colleges District' and 'Complete your degree in a way that best fits your life. Find a major for school that fits your interests and talents. Select courses that fit your schedule and preferences. Stay on track to achieve your goal, from day 1 through graduation. Always know what you need to do and when you need to do it.' A white login box is overlaid on the right side, containing the 'NAVIGATE' logo, a 'Login' button (highlighted in red), and a link for 'Need help logging in?'.

## STEP 5

Click the "Appointments" option to the left.

The screenshot shows the Alamo Colleges District NAVIGATE dashboard. The left sidebar contains navigation options: 'Home', 'To-Dos', 'Appointments' (highlighted in red), 'Resources', 'Class Schedule', 'My Major', and 'Settings'. The main content area features a large image of graduates with the text 'Hey Analicia, Looks like you have something to do today.' Below this is a date 'Wed, Feb 20' and a '+ Add Reminder' link. A notification box at the bottom states 'You have 9 important to-dos for today Check them out'.

## STEP 6

Click on the blue "Schedule an Appointment" option.

The screenshot shows the Alamo Colleges District NAVIGATE 'Appointments' page. The left sidebar contains navigation options: 'Home', 'To-Dos', 'Appointments', 'Resources', 'Class Schedule', 'My Major', and 'Settings'. The main content area has a 'Go back' link and the title 'Appointments'. Below the title are tabs for 'Upcoming' and 'Past'. A notification box states 'Appointment Request for Advising Schedule your appointment by Wed, May 15 with Victor Naterra'. Below this is the text 'No upcoming appointments' and a blue 'Schedule an Appointment' button (highlighted in red).

## STEPS 7 & 8

Select "Advising" then select "Pick a Service for your Appointment."

### Schedule an appointment

1. Reason 2. Location & Staff 3. Available Times 4. Confirm

What type of appointment would you like to schedule?

Advising

Tutoring

Other

Pick a Service for your Appointment

Advising

Academic Probation/Dismissal

Campus/Community Referral Svc

Career Advising

Early Alert Intervention

Graduation Advising / Appl

## STEP 9

Select Location and Your Assigned Advisor.

### Select location and staff

✓ Reason ✓ Location & Staff 3. Available Times 4. Confirm

Pick a Location for your Appointment

PAC - STEM Advising Center - Palomino Center Room 114

Pick a Staff Member

Jose Vega (Your Staff)

Back Next

## STEP 10

Select an available time that works for you.

### Select available times

✓ Reason ✓ Location & Staff 3. Available Times 4. Confirm

Sun, Feb 24	Mon, Feb 25	Tue, Feb 26	Wed, Feb 27	Thu, Feb 28	Fri, Mar 01	Sat, Mar 02
No Times	08:00 AM 09:00 AM 10:00 AM 11:00 AM	AM 2 times available  PM 2 times available	AM 3 times available  PM 3 times available	No Times	No Times	No Times

Can't find a time that works in the next couple of weeks?

[View walk-in times](#)

Back Next

## STEP 11

Confirm Appointment

### Confirm appointment

✓ Reason ✓ Location & Staff ✓ Available Times 4. Confirm

When: Wed, Mar 06 2019 - 11:00 AM-12:00 PM

Who: Cheyenne Cisneros with Jose Vega

Why: Advising, Advising

Where: PAC - STEM Advising Center - Palomino Center Room 114

Additional Details:  
Please bring with you a picture ID to check-in for your appointment. If you are 15 minutes late you will be asked to reschedule your appointment. Please call us at 210-486-3660 if you will not be able to make it to your appointment and we can assist you with rescheduling. Thank you.

Send a reminder Select one or more ways to be notified

Send email  Email: pacstudent123@alamo.edu

Send text message  Phone number: 111-222-3333

What would you like to discuss with Jose Vega?

Comments for your ...

**Banner ID**  
**Phone Number**  
**Reason for appointment**

Your request has not been submitted yet. Please review and click Confirm to complete.

Back Confirm