

## Navigate Student Quick Start Guide

Guidance for Setting Up Your App to Serve Your Needs and Preferences

### Log In to Navigate Two Ways

- 1 Download the Navigate Student app from your device's app store.



Search for Orangeburg-Calhoun Technical College in the dropdown menu. Use your D2L user name and password to log in.

- 2 Access our site online: [octech.navigate.eab.com](https://octech.navigate.eab.com)  
Use Chrome or Firefox browser for best results.  
Use your D2L user name and password to log in.



***Trouble logging in? Email [EABHelpDesk@octech.edu](mailto:EABHelpDesk@octech.edu) for help resolving your issues!***

### Complete the Intake Survey

The first step to setting up your app is completing the intake survey. Tell us about yourself! Answers you provide are used to create tailored app content. You cannot access core platform features without completing the survey. After you've completed the survey, use the following pages in this guide to set up other features.



## Make an Appointment

To schedule appointments, click the purple **Appointments** icon on the left navigation menu and answer questions about your preferred service, date, time and location.

## Other Appointment Options

You can also view available drop-in times or request appointment times for your preferred service.

## Appointment Invitations

Your Success Team (e.g., assigned advisors, instructors) may also request you meet with them. When this happens, you receive an appointment invitation where you only need to choose a time that works for you!

Appointment Invites	
Appointment Invitation for Campus NAV QA TUT Serv 2 Please respond by 01/31/2021	>
Appointment Invitation for Course-based Tutoring Please respond by 02/28/2021	>
Appointment Invitation for Campus NAV QA Serv 2 Please respond by 12/31/2021	>

The screenshot shows the 'New Appointment' screen. At the top, there's a blue header with a back arrow and the title 'New Appointment'. Below the header, it asks 'What can we help you find?'. There are three main sections: 'Choose the type of support you need. \*' with a light blue input field; 'Service \*' with another light blue input field; and 'Pick a Date' with a dropdown menu showing 'Monday, January 4th 2021'. A blue button labeled 'Find Available Time' is positioned below the date. At the bottom, there's a section titled 'Other Appointment Options' with three buttons: 'View Drop-In Times', 'Request Appointment Time', and 'Meet Your Success Team'. A dark blue circular menu icon with three white lines is in the bottom right corner.



## Set Up Notifications

- 1 Choose the **Settings** button on your app or on the desktop site.
- 2 Select **Notification Settings**. Scroll to find content categories like *Upcoming To-Dos and Events*, *Personal Reminders and Study Buddies*.
- 3 Select your preferred method of notification.
 

**Note:** You can select as many notification methods as desired, but you receive multiple notifications if you choose more than one.
- 4 If you select the **Text** option, ensure that your cell phone number is accurate in Navigate. You can do this by choosing **Edit Contact Information**.

The screenshot shows the 'Notification Settings' screen. It has a blue header with a question mark icon. The main content is organized into sections: 'Update Your Contact Information' with an 'Add Your Phone Number' field and an 'Edit' link; 'Upcoming To-Dos and Events' with 'Text Messages' (On) and 'Email' (Off) toggle switches; 'Personal Reminders' with 'Text Messages' (On) and 'Email' (Off) toggle switches; 'Academic Planner Messages' with 'Text Messages' (On) and 'Email' (Off) toggle switches; and 'Study Buddies' with 'Text Messages' (On) and 'Email' (Off) toggle switches. A blue button labeled 'Update Settings' is at the bottom right.

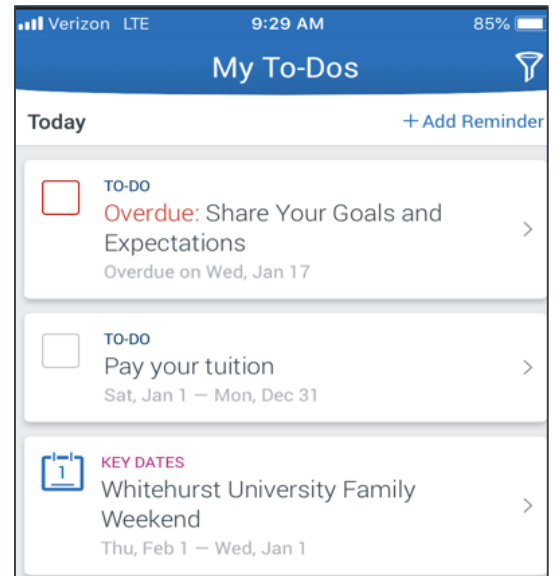


## To-Dos

See important tasks and check them off as you complete them. Check to-dos regularly to stay on track.

## Events

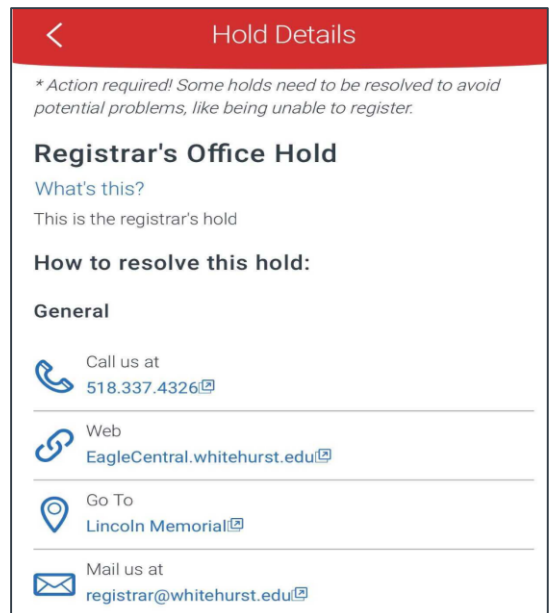
See a list of key dates and deadlines on the To-Dos page. Add events to your personal calendar for more info.



## Hold Center

See a list of your current holds in the Hold Center. Get more information about how to resolve them by reviewing the details.

**Note:** Navigate takes up to 24 hours to reflect any changes if your Hold has been resolved.



## Join Study Buddies

Identify classmates who are interested in group study and access their contact information directly in the app.

- 1 Opt-in to Study Buddies for the courses you would like help in.
- 2 Once other students have opted into Study Buddies, select the names of the students you want to contact.

You will be directed to email these students.



## Resources

See a list of important services and locations on campus. The **People** tab shows a list of your assigned staff, e.g., advisors and instructors. Click the heart icon to favorite a resource. You can find your favorites in **Settings > Favorites**.

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## My Major

Search for majors offered at your school or take the Major Explorer quiz to learn about majors and careers that might be a good fit for you.

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## View Your Class Schedule

See your course schedule at a glance or get additional details such as meeting time, location or instructor.