



# How to Make an Appointment in NAVIGATE

## Isenberg Student Appointment Scheduling Guide

- Go to Navigate:** <https://umass.campus.eab.com/>
- Login using your NetID & Password**
- To connect with a Chase Career advisor, make the following selections:**
  - *Advising*
  - *Services:*
    - Scroll to 'Chase Career Center' & Select one of the following:
      - Chase Career – Career Exploration/Research
      - Chase Career – Career Fair Prep
      - Chase Career – CPT Process for F1 Visas
      - Chase Career – Evaluating an Offer
      - Chase Career – Internships & Co-ops
      - Chase Career – Interview Preparation
      - Chase Career – Job/Internship Search
      - Chase Career – LinkedIn & Networking
      - Chase Career – Public Accounting Career
      - Chase Career – Resume Review
      - Chase Career – Transfer Student Resume Assignment
      - Chase Career – UWW Career Appointment



**Make an Appointment**

What type of appointment would you like to schedule?

× Advising ×

Available offices/departments are shown in blue. Please scroll to find the appropriate office, then select the appointment reason below that best matches your needs.

**CHASE CAREER CENTER**

- Chase Career - Career Exploration/Research
- Chase Career - Career Fair Prep
- Chase Career - CPT Process for F1 Visa
- Chase Career - Evaluating an Offer
- Chase Career - Internships & Co-ops
- Chase Career - Interview Preparation

### 4. Click 'Find Available Time'

**Find Available Time**

Advising Chase Career - Evaluating an Offer

Isenberg School of Management - Chase Career Center

Thu, Jul 15th

- 9:30 - 10:00 AM
- 10:00 - 10:30 AM
- 10:30 - 11:00 AM
- 2:00 - 2:30 PM
- 2:30 - 3:00 PM

### 6. Click 'Schedule'

**Schedule**

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*Two things to keep in mind:*

- Appointments must be scheduled at least **24** hours in advance
- Students must be in declared in the major (primary or secondary) to schedule appointments