SCHEDULING A VIRTUAL APPOINTMENT
with Enrollment Services

To schedule an appointment with the **Office of Admissions**,
visit **uhadmissionsadvising.as.me/schedule**

1 Choose Appointment

- Select a date and time that works for you
- Click on >>Continue

2 Your Information

- Enter your information and review acknowledgments

3 Confirmation

- Receive your confirmation and note the appointment on your calendar.

SCHEDULING A VIRTUAL APPOINTMENT
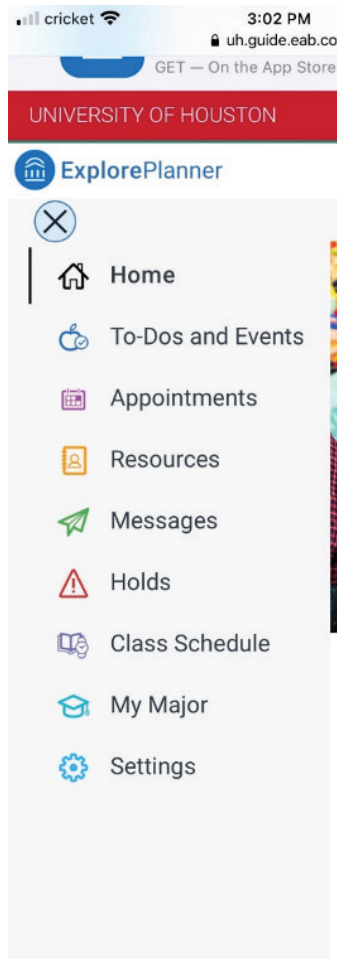## with Enrollment Services

To schedule an appointment with **Office of Scholarships & Financial Aid, Student Business Services, or Office of the University Registrar**, use the steps below to schedule a virtual appointment in **EAB Navigate from your smart phone.**
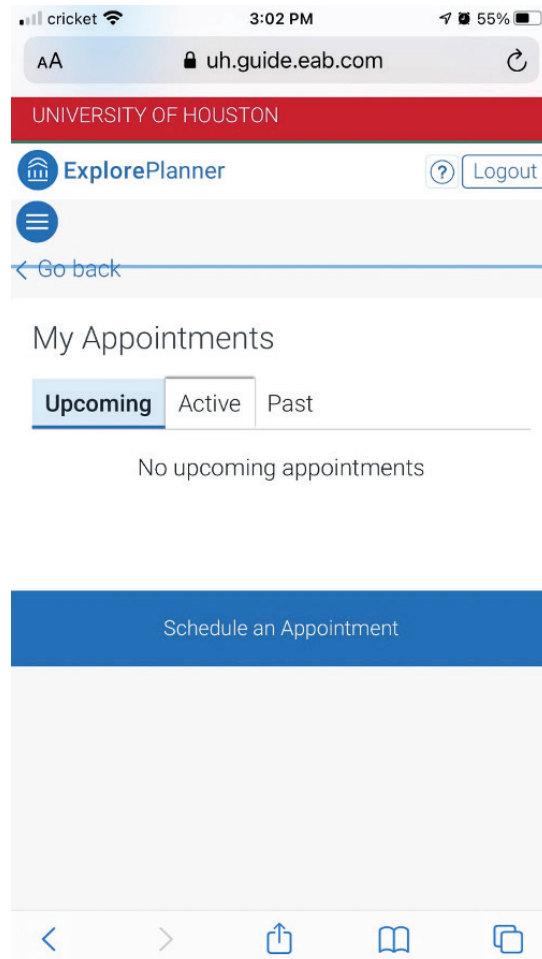
Get the app:
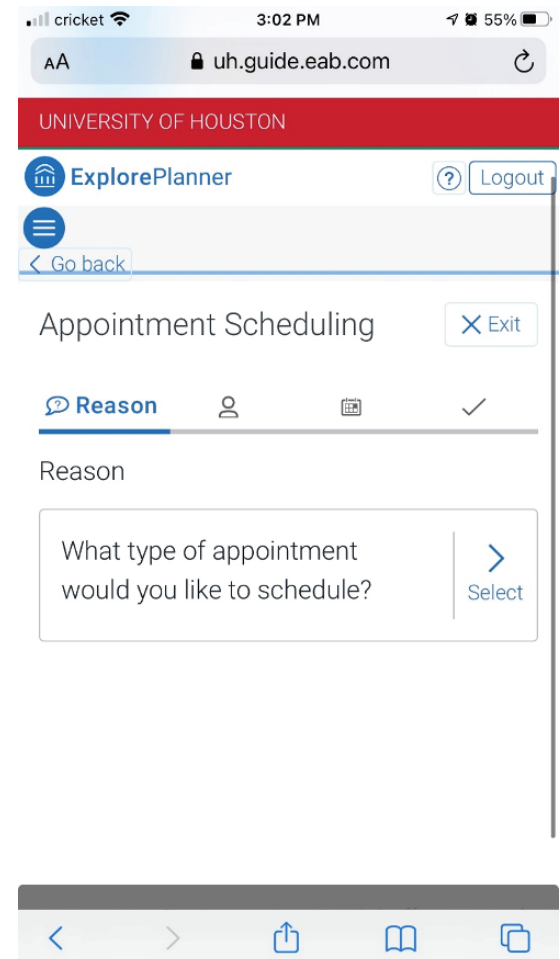*Search for the "Navigate Student" app in the Apple Store or on Google Play.*

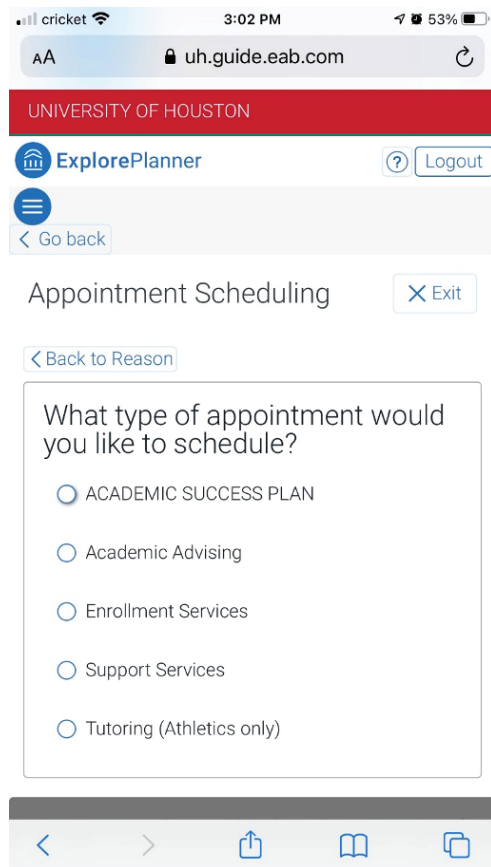**STEP 1:** Click on the purple "Appointments" icon.

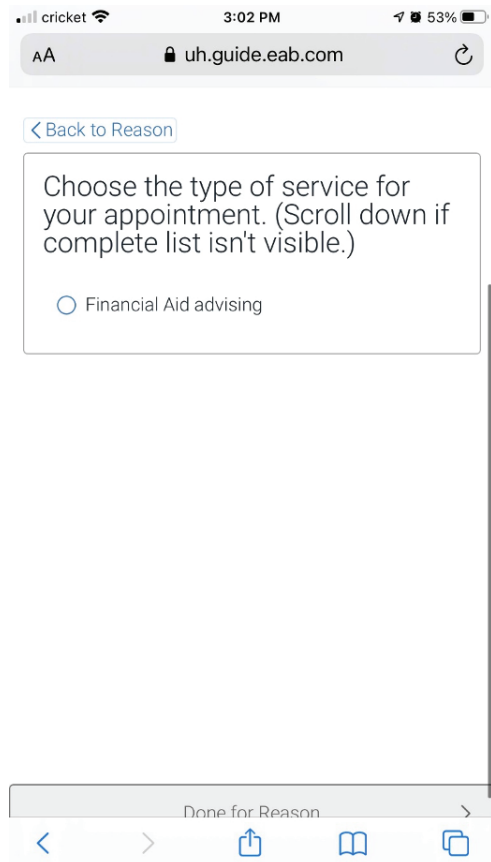**STEP 2:** Click on "Schedule an Appointment"

STEP 3: Click on the selection arrow to indicate the type of appointment you would like to schedule.
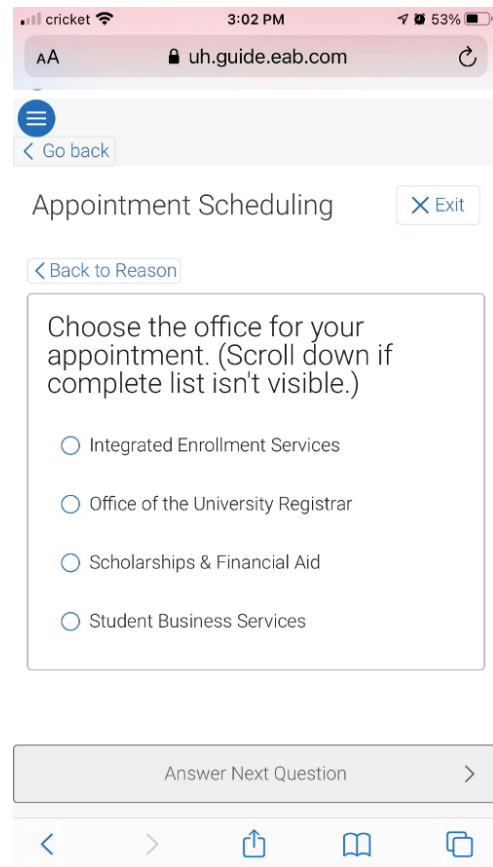
STEP 4: Select "Enrollment Services" from the list of appointment options.
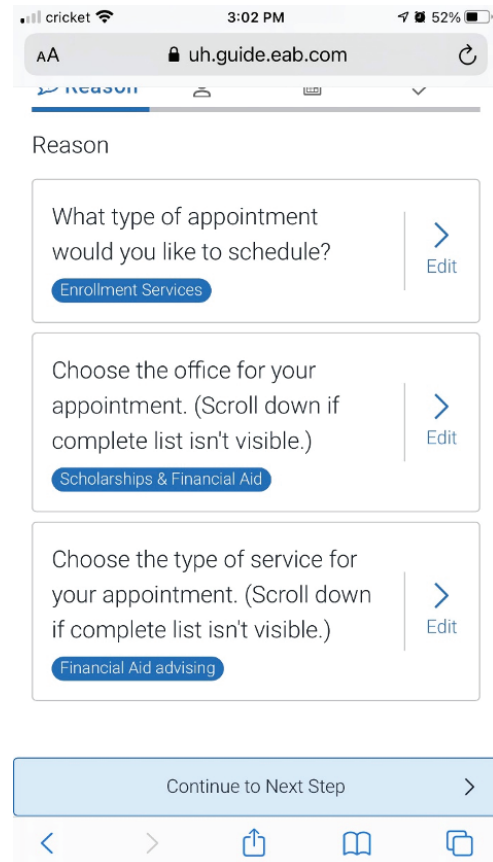

STEP 5: Choose the office you would like to meet with from the available options.

STEP 6: Choose the type of service from the list of available options.

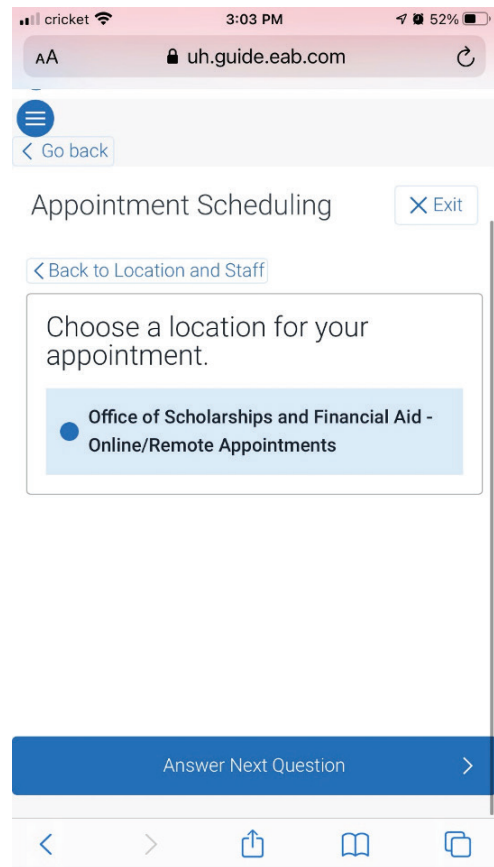**STEP 7:** Select the reason for your appointment from the list of options.
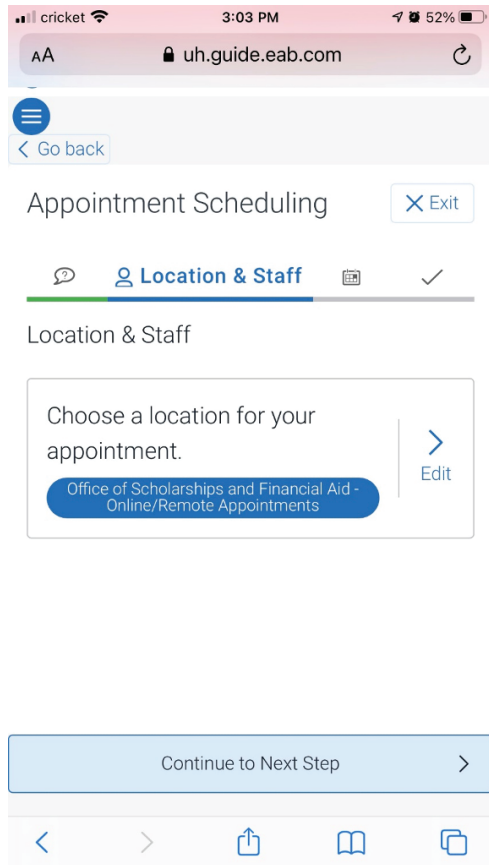
STEP 8: Click on the selection arrow for the appointment location options.
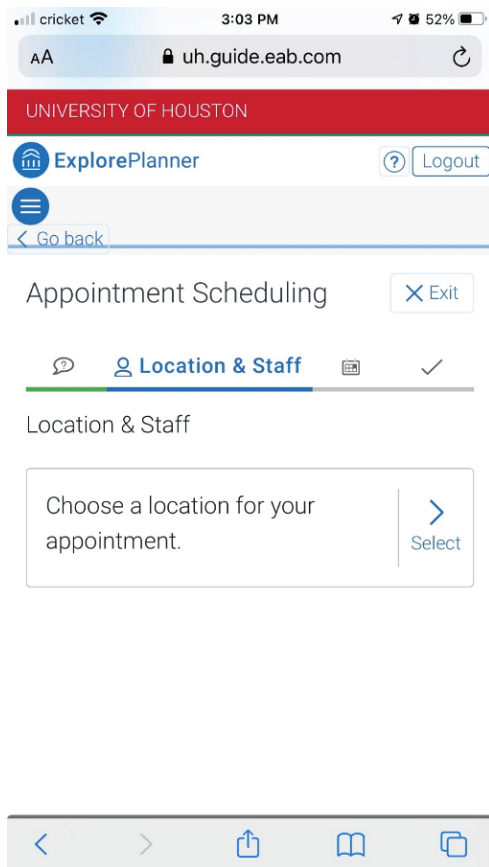
STEP 9: Select the online/remote appointment option.

STEP 10: Click "Continue to Next Step."

STEP 11: Select an appointment day and time from the available options. If there are no appointment times showing, try advancing to the next week.
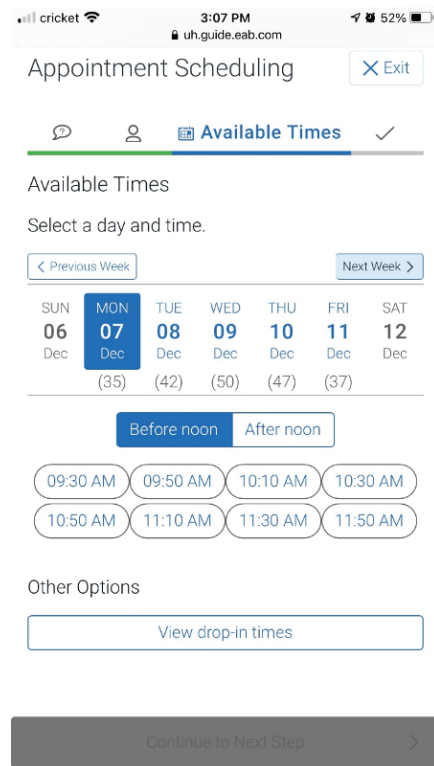
STEP 12: Confirm your appointment.
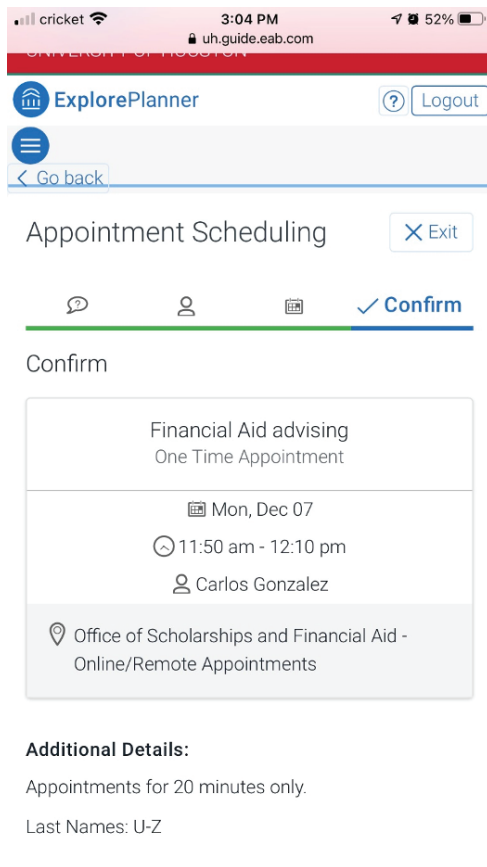
STEP 13: Enter any additional comments related to what you would like to discuss. Also enter your contact information for the appointment reminder.
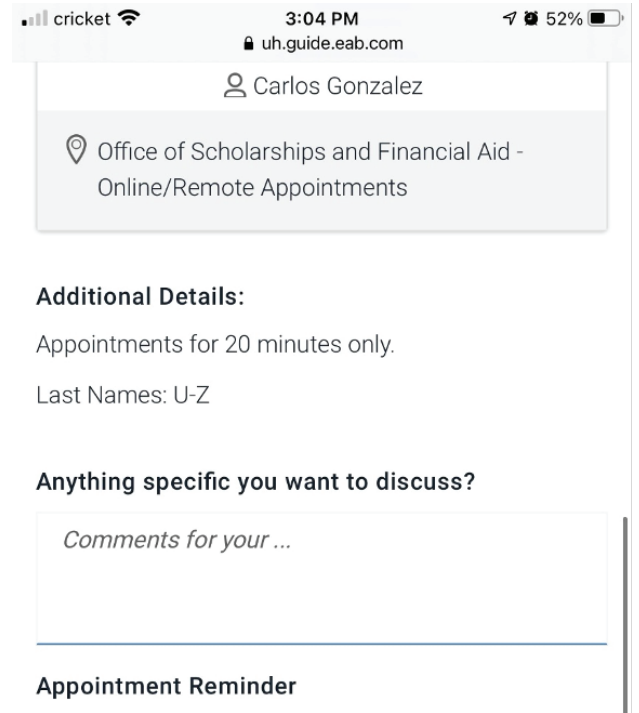
STEP 14: Reach confirmation screen.
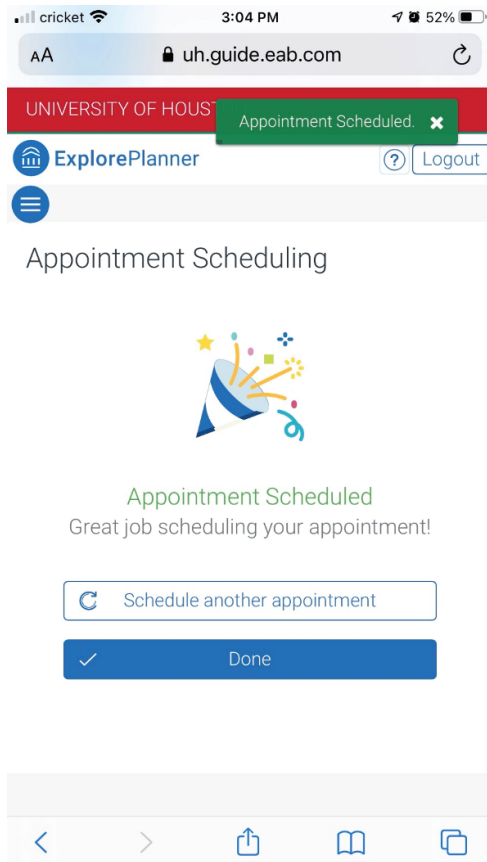
STEP 15: You will now see your scheduled appointment in your upcoming appointments.
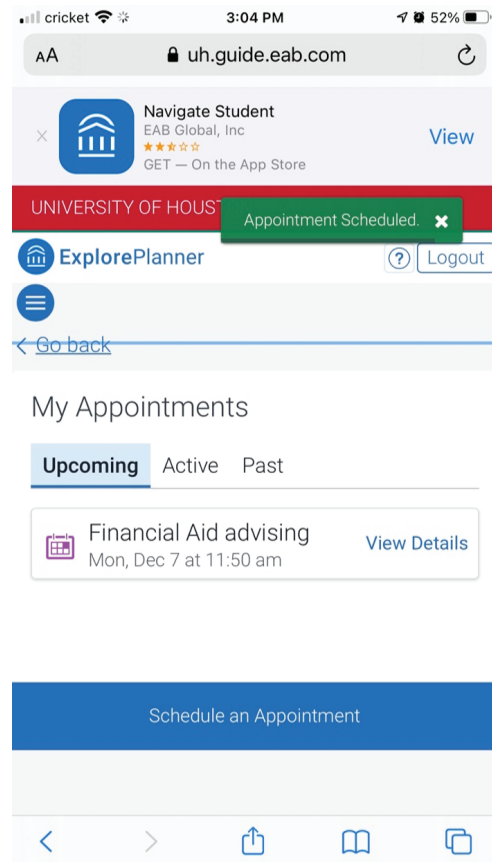
SCHEDULING A VIRTUAL APPOINTMENT
with Enrollment Services

To schedule an appointment with **Office of Scholarships & Financial Aid, Student Business Services, or Office of the University Registrar**, use the steps below to schedule a virtual appointment in **EAB Navigate online** at **uh.navigate.eab.com**

Login with your CougarNet ID and password.
(If you don't remember your Cougarnet ID, you can go to uh.edu/cougarnet-wizard and click on Forgot your CougarNet ID?)

STEP 1: Click on the purple "Appointments" icon.

STEP 2: Click on "Schedule an Appointment"
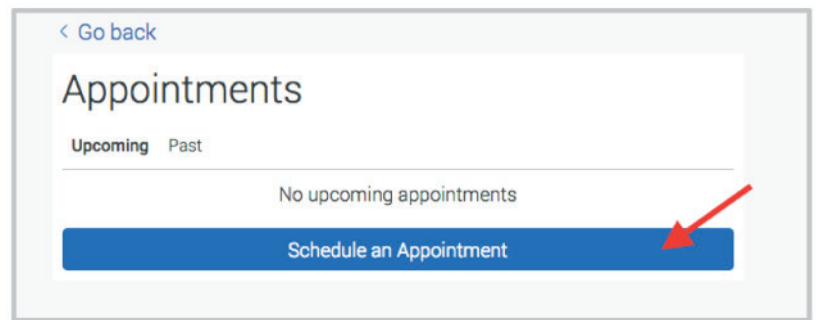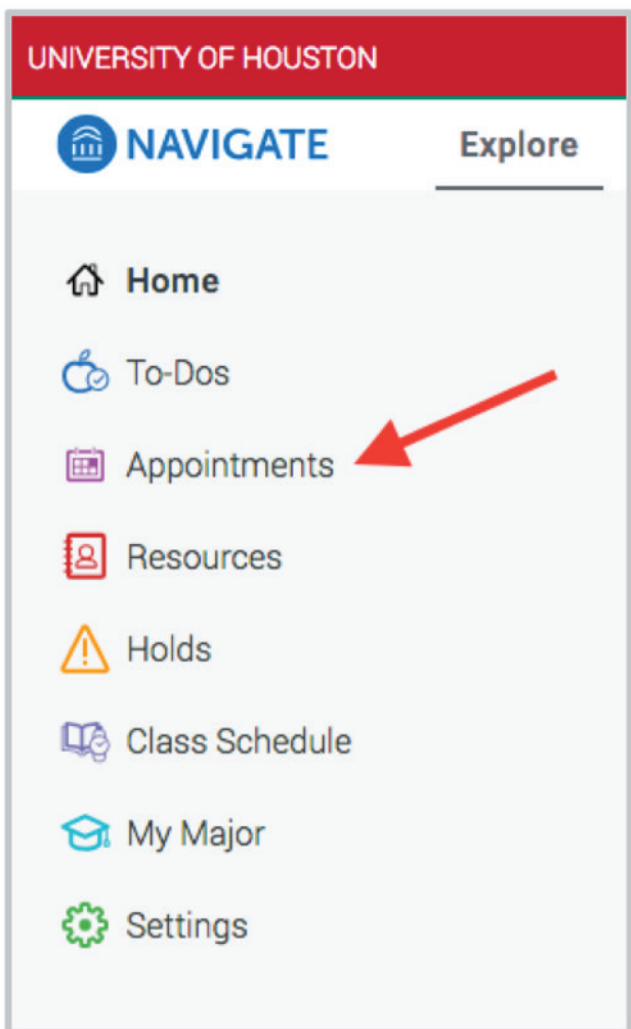
STEP 3: Choose "Enrollment Services" from the drop-down menu for appointment type.

What type of appointment would you like to schedule?

Enrollment Services ▼

-- please choose one --
Academic Advising
ACADEMIC SUCCESS PLAN
Enrollment Services
Support Services
Tutoring (Athletics only)

nent. (Scroll down if complete list isn't visible.)

STEP 4: Select the enrollment services office you would like to meet with from the drop-down menu.

What type of appointment would you like to schedule?

Enrollment Services ▼

Choose the office for your appointment. (Scroll down if complete list isn't visible.)

-- please choose one -- ▼

-- please choose one --
Integrated Enrollment Services
Office of the University Registrar
Scholarships & Financial Aid
Student Business Services

STEP 5: Select a service option.

What type of appointment would you like to schedule?

Enrollment Services ▼

Choose the office for your appointment. (Scroll down if complete list isn't visible.)

Scholarships & Financial Aid ▼

Choose the type of service for your appointment. (Scroll down if complete list isn't visible.)

-- please choose one -- ▼

-- please choose one --
Financial Aid advising

STEP 6: Select online/remote appointment in the location drop-down menu.

Choose a location for your appointment.

-- please choose one -- ▼

-- please choose one --
Office of Scholarships and Financial Aid -
Online/Remote Appointments

◄ Back

Next

STEP 7: If you have a specific staff member you would like to meet with you can indicate their name to see their availability. The default option is "Any Staff" which will show you the availability of all open appointment times.

Choose a location for your appointment.

Office of Scholarships and Financial ... ▼

Choose the staff member (or leave blank to see all available appointments).

Any Staff

If you don't have a preference, just click Next.

◄ Back

Next ►

STEP 8: Select a date and time from the available options.

‹	Times From December 03 To December 07			›
Thu, Dec 03	**Fri, Dec 04**	**Sat, Dec 05**	**Sun, Dec 06**	**Mon, Dec 07**
Morning N/A	Morning N/A	Morning N/A	Morning N/A	**Morning 8 Available**
Afternoon N/A	**Afternoon 1 Available**	Afternoon N/A	Afternoon N/A	**Afternoon 34 Available**

* All times listed are in Central Time (US & Canada).   *refreshed at 4:09pm CT.*

STEP 9: Add any additional details you want to share with the advisor as well as your contact information.

Why: Financial Aid advising

Where: Office of Scholarships and Financial Aid - Online/Remote Appointments

Additional Details
Hello and thank you for scheduling a Navigate appointment to visit with me regarding financial aid. I will send a link for a Skype virtual visit for the day and time you selected. Again, this will be a virtual meeting over Skype as the Welcome Center is not currently open for face to face meetings.

Is there anything specific you would like to discuss with Scott ?

Comments for your staff...

☑ Send Me an Email
☑ Send Me a Text
Please provide your mobile number

012-345-6789   ✕

◄ Back

Confirm Appointment

STEP 10: Click on "Confirm Appointment."