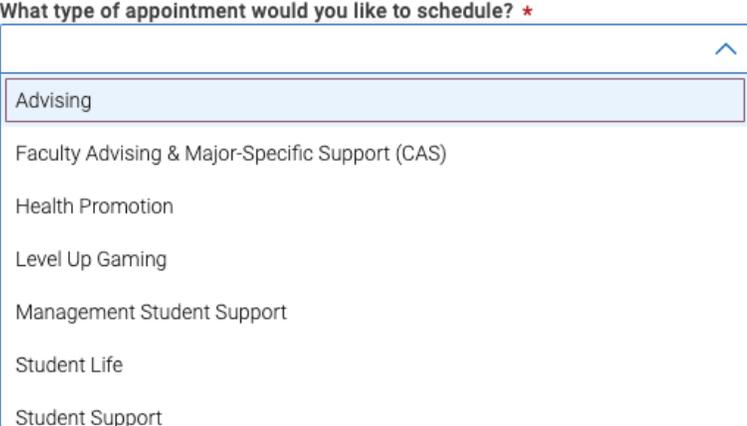


## How to Make an Appointment with Management Undergraduate Advising

From the home page of EAB Navigate, select the Appointments icon. This will take you to a screen titled "My Appointments," with tabs at the top for your upcoming as well as your past appointments. Scroll to the bottom of the page and select "Schedule an Appointment".

1. From the "Appointment Type" dropdown menu, select Advising.

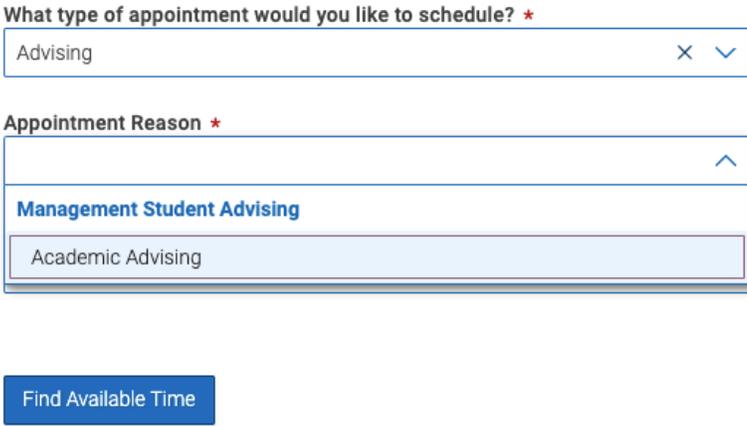
What can we help you find?



A screenshot of a web form titled "What type of appointment would you like to schedule? \*". The form features a dropdown menu with a blue border and a blue upward-pointing arrow in the top right corner. The dropdown is open, showing a list of options: "Advising" (highlighted in light blue), "Faculty Advising & Major-Specific Support (CAS)", "Health Promotion", "Level Up Gaming", "Management Student Support", "Student Life", and "Student Support".

2. From the "Appointment Reason" dropdown, select Academic Advising.

What can we help you find?



A screenshot of a web form titled "What type of appointment would you like to schedule? \*". The form has two dropdown menus. The first dropdown, labeled "Appointment Type", is set to "Advising" and has a blue border, a blue downward-pointing arrow, and a blue 'x' icon. The second dropdown, labeled "Appointment Reason \*", is set to "Academic Advising" and has a blue border and a blue upward-pointing arrow. Below the dropdowns is a blue button labeled "Find Available Time".

3. If you have a date in mind you may select it from the "Pick a Date" dropdown. Or, you may just select the blue "Find Available Time" button.
4. If you do not have a preference with whom you will meet, and wish to schedule an appointment with the first available academic advisor (who may not be your

assigned advisor), choose a date and time that works best for you from options you see.

5. If you prefer to schedule only with your assigned academic advisor, select their name from the Staff dropdown located under the “Pick a Date” calendar prior to selecting the date and time that you prefer:

Pick a Date ⓘ

September ▼ 2025 ▼ < 26 >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Staff

Search by name ^

- Mary Ann Mcquade (Your Advisor)
- Bethany Thompson
- Daniel Teichman
- Emilee Yormick-Denillo
- Jason Gilbert (he/him/his)
- Jessica Farley
- Megan Bragdon

6. The Review Appointment Details page will display. Please confirm that your selection is correct, then select the blue “Schedule” button at the bottom of the page. If you wish to make changes to your selections, you may use the Go Back link at the top to start over.