

How does a student access and schedule an EAB Navigate appointment?

1. First you will need to access [EAB Navigate](https://www.jsums.edu/studentsuccess/eab/). More information can be found at <https://www.jsums.edu/studentsuccess/eab/>.

Login to Navigate

2. Once you have accessed Navigate, click “Get Assistance”. This will allow you to schedule an appointment with the appropriate department or individual.

Get Assistance

3. You will then be prompted through a series of questions to assist you with scheduling
 - a. First select the department you would like to schedule with:

What type of appointment would you like to schedule?

Academic Advisement (Virtual)

-- please choose one --

Academic Advisement (Virtual)

Athletic Tutoring

see someone.

Continue by clicking “Answer next question”.

- b. Select the type of Service-Select On Campus Services (All meeting will be conducted virtually)

To help you find a time, please tell us why you'd like to see someone.

On Campus Services

-- please choose one --

JSU Online Services

On Campus Services

and click Next.

- c. Select the reason for the appointment:

Choose from the following options and click Next.

-- please choose one --

-- please choose one --

Academic Plans

Add/Drop Schedule Adjustments

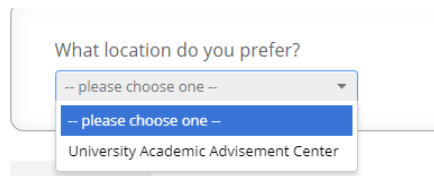
Athletics Advising

Bridge Students Advising (add category later)

Change Major

Course Articulation

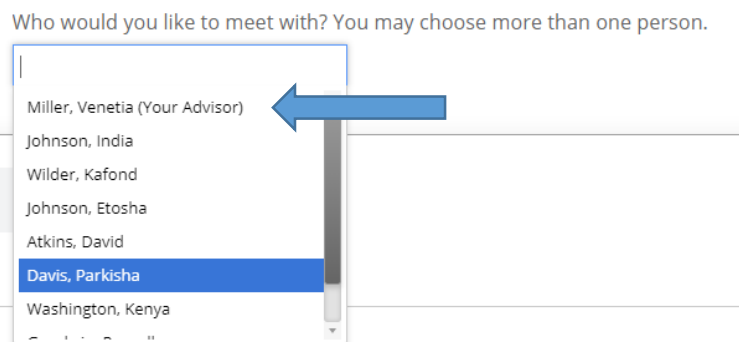
d. Select the location you wish to conduct the meeting (only locations offering the service you selected will display):



A screenshot of a web form titled "What location do you prefer?". Below the title is a dropdown menu with the text "-- please choose one --" and a list of locations. The first visible option is "University Academic Advisement Center".

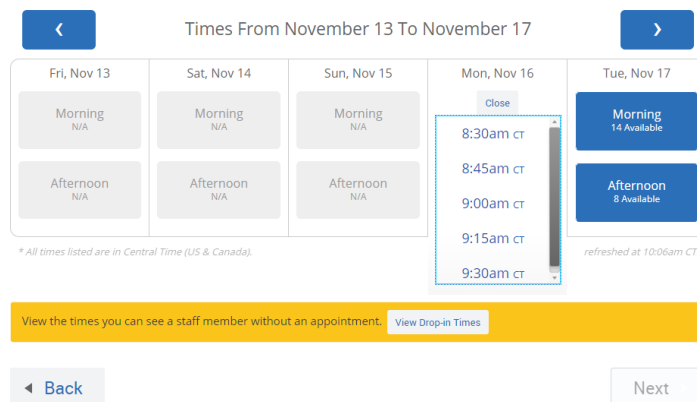
Continue by clicking "Answer Next Question"

e. Select YOUR ASSIGNED ADVISOR!



A screenshot of a web form titled "Who would you like to meet with? You may choose more than one person." Below the title is a dropdown menu with a list of names. A blue arrow points to the first option, "Miller, Venetia (Your Advisor)". Other visible options include "Johnson, India", "Wilder, Kafond", "Johnson, Etosha", "Atkins, David", "Davis, Parkisha", and "Washington, Kenya".

4. Now use the grid to select the date and time for your appointment. If none are available, you can request an appointment by clicking "Request another time":



A screenshot of a date and time selection grid. The grid shows dates from Friday, Nov 13 to Tuesday, Nov 17. For each date, there are buttons for "Morning" and "Afternoon". The "Morning" button for Monday, Nov 16 is highlighted, showing a list of times: 8:30am CT, 8:45am CT, 9:00am CT, 9:15am CT, and 9:30am CT. A "Close" button is visible above the time list. A yellow banner at the bottom says "View the times you can see a staff member without an appointment. View Drop-in Times".

Once you have selected a date and time, click "Continue to Next Step".

5. You should now be able to view your scheduled appointment reflecting the selections you have made. Using the "Anything specific you want to discuss?" text box can be used to share any additional comments or notes you may have regarding the appointment for the staff member you are scheduled to meet with.

Appointment Details

Who: Basha Adams with Venetia Miller
Why: Scheduling for Next Semester

When: Monday, November 16
8:30am - 9:00am CT
Where: University Academic Advisement Center

Additional Details

IF YOU HAVE NOT DONE SO ALREADY... Please schedule an appointment for Scheduling for Next Semester at University Academic Advisement Center. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

Schedule an Appointment

You can also copy and paste this address into your web browser.
<https://jacksonstate.campus.eab.com/a/9pzLnDuy8V>

Thank you!

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

Comments for your staff...

☒ Send Me an Email
☒ Send Me a Text
Please provide your mobile number
7738964230

[Back](#) [Confirm Appointment](#)



6. Once you have completed your selection, click “Confirm Appointment” to finalize scheduling.
7. After you have scheduled your Navigate appointment, you will receive an automated email notification and reminders for the appointment.
 - a. Your appointment will be a VIRTUAL appointment through a provider such as Zoom or Google Meet, follow the instructions and link provided in the appointment details.
 - b. If you scheduled a telephone appointment, a staff member will contact you at the phone number listed on your profile or at the phone number you provided when scheduling the appointment.
 - c. Please be sure to confirm the “method” of your scheduled appointment as the appointment method’s available for each department may vary.