SCHEDULING AN APPOINTMENT

1.) Select the APPOINTMENTS icon.
On the app, it is a purple icon. In the desktop version, it is on the left-side menu

2.) Your appointments tab will show you UPCOMING appointments and APPOINTMENT INVITES.
*Appointment Invites will show any UNT office that has requested you to schedule an appointment for a particular reason.*

3.) Click on the BLUE *Schedule an Appointment* button

4.) Follow the prompts to be provided your appointment options. You can further filter to change dates, select staff member(s), or locations.

5.) Once you've selected your date/time, you can review your appointment details. You can also leave comments that you want the staff member to know about your appointment, and then select SCHEDULE.

6.) This window will appear to confirm your appointment has been scheduled.
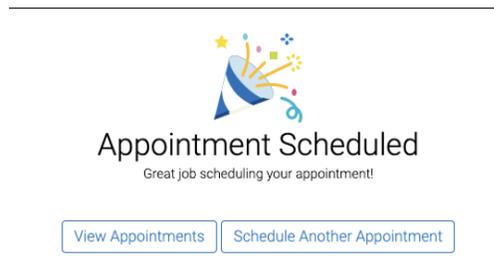
If you have any questions or problems, please contact navigate@unt.edu with your UNT ID number, the office you want to schedule with, and any details or screenshots about errors you are receiving.