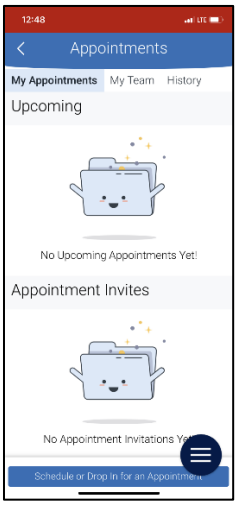
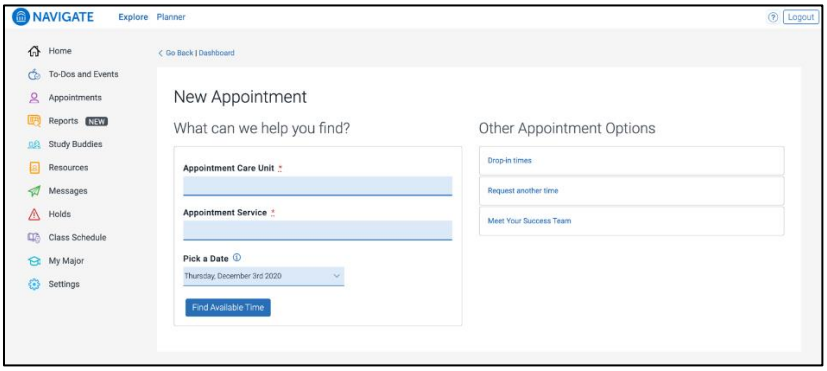
Student Initiated Appointment Scheduling

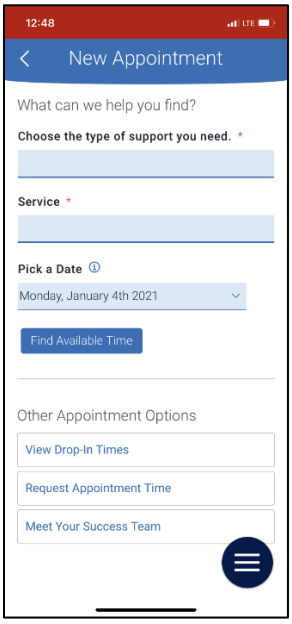
Students can schedule appointments through the Appointments tab of Navigate Student mobile app or desktop.

To schedule your appointment, use the camera on your mobile device to scan the QR code below. Search for Texas Southern University in the dropdown menu. Use your login credential to log in.

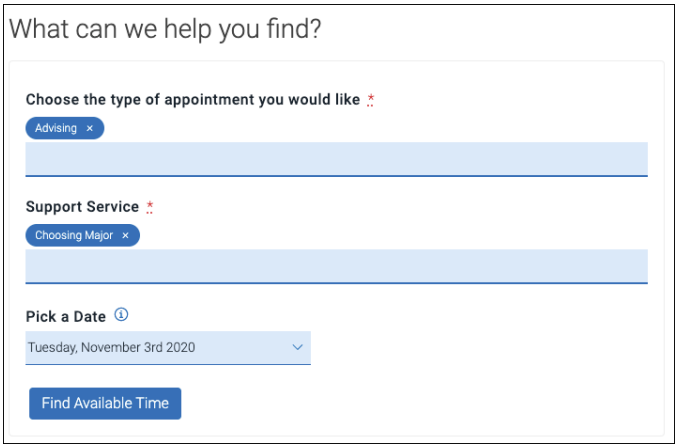
1. When the **Appointments** tab is opened students will see a list of their upcoming appointments and appointment requests in the **Upcoming** panel. View past appointments by choosing the History tab.
2. 

3. The New Appointment page opens.

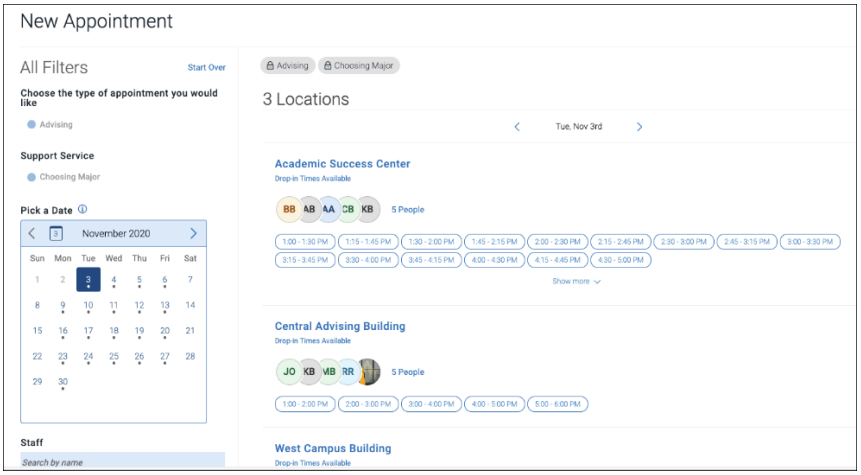




4. Choose Care Unit and Service. In the example above, these are the fields named *Choose the type of appointment you would like* and *Support Service*. Students can choose more than one Care Unit and/or Service.



5. Once the Care Unit and Service are chosen, chooses a date and click **Find Available Time**. The next page appears.



6. Student selects one of the time slots from the list. Students can also select the link that says # **People** to open a list of staff members.



7. Students can enter a comment and decide if they want email or text reminders. Once all the options are set, students click **Schedule**. If their appointment is scheduled, students get a success message and the option to **View Appointments** or **Schedule Another Appointment**.

