

## Navigate360 – Student Application

### Managing Appointments

#### Introduction to Managing Appointments:

Overview:

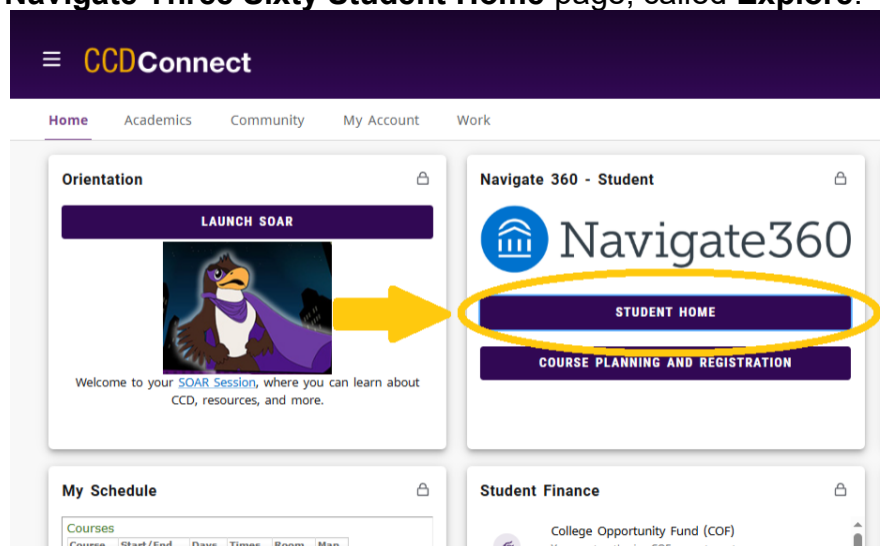
The **Managing Appointments** feature allows students to easily save and quickly access their scheduled appointments, view appointment details, and cancel appointments through their desktop or mobile device.

#### Getting Started with Managing Appointments:

##### 1. Accessing the Managing Appointments on Desktop

###### 1.1. Access Navigate Three Sixty

On the **C-C-D Connect dashboard**, click **Navigate Three Sixty - Student Home**. This will take you to the **Navigate Three Sixty Student Home** page, called **Explore**.

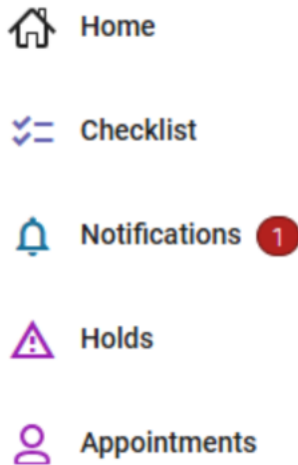


###### 1.2. Access the Appointments Section

On the left-hand side, select the **Appointments** icon to open the Appointments section.

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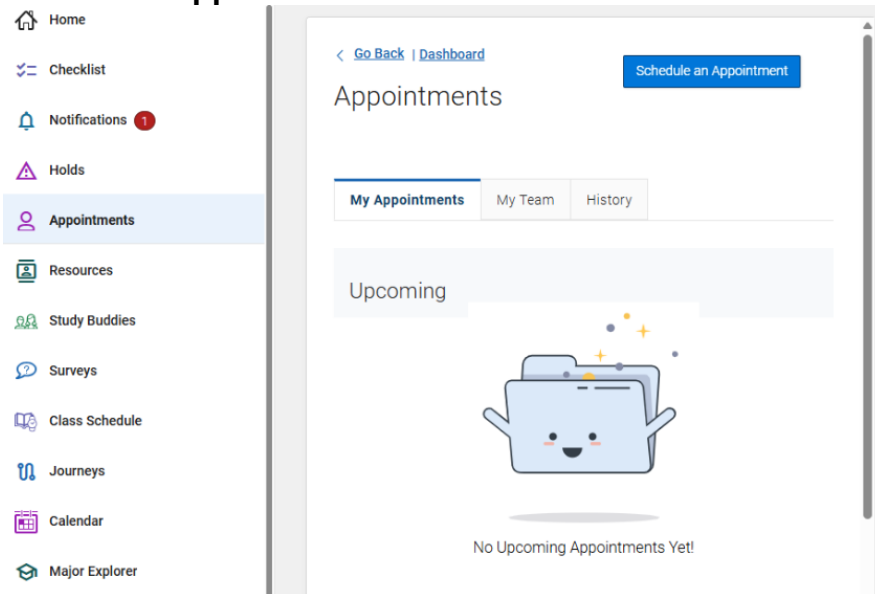
## Managing Appointments



### 1.3. Browse the Appointments Dashboard

The appointments section will take you to the appointments screen where you can view:

- My Appointments**
- My Team**
- History**
- Or Schedule an Appointment**

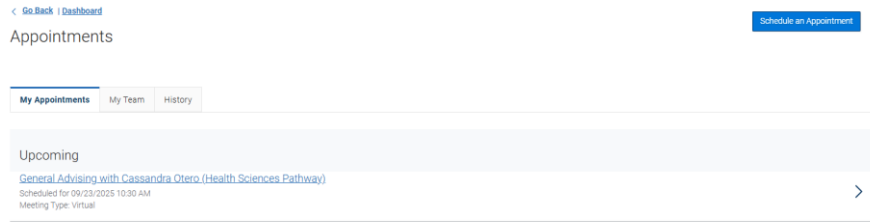


### 1.4. View Upcoming Appointments

Select the 'My Appointments' tab. Here, you'll see a list of your upcoming scheduled appointments.

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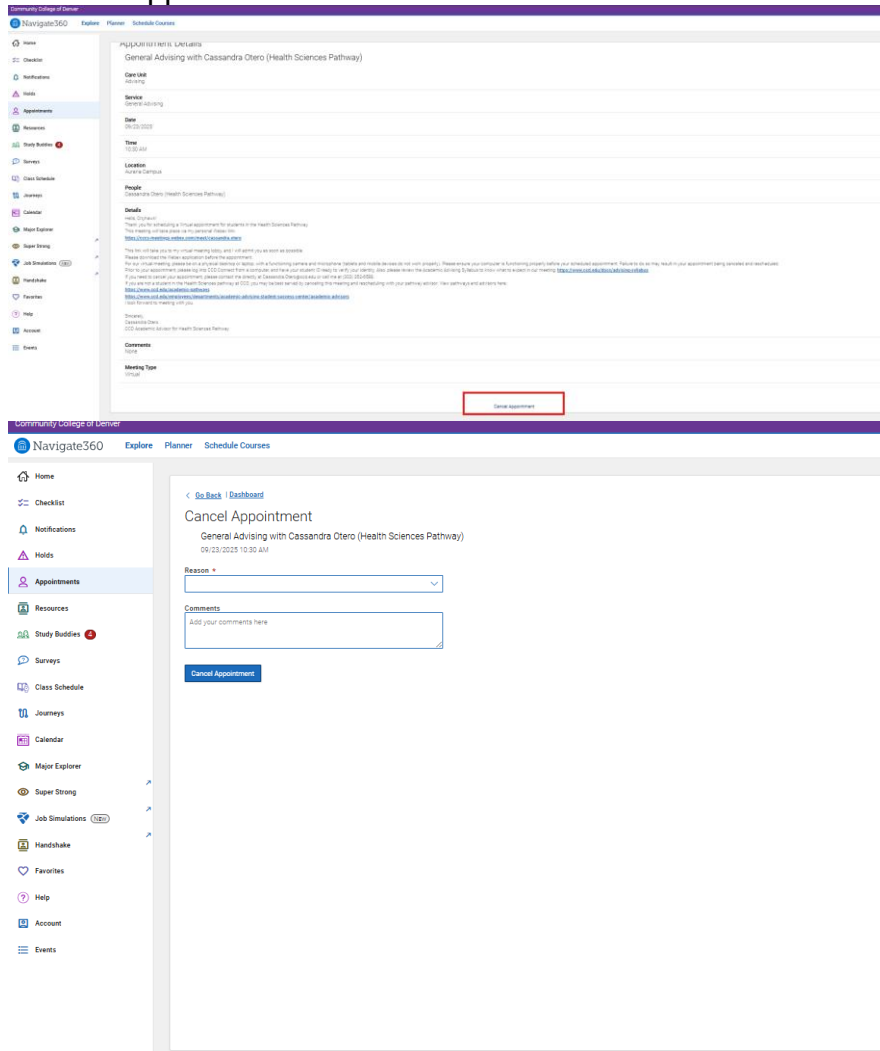


### 1.5. Cancel an Appointment

On the list of your upcoming scheduled appointments, select the appointment you want to cancel, then select cancel. After you select the cancel option for an appointment a cancellation screen will populate for you to select a reason for your cancellation from the list of the following options:

- Family Emergency
- Medical Reason
- Transportation Issue
- Work Schedule Conflict
- Other (Type in your own reason)

Then select 'Cancel Appointment' to finalize.



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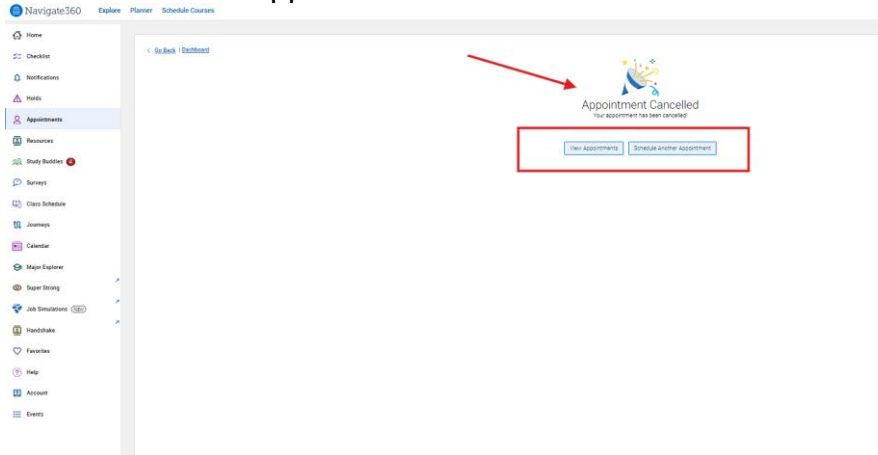
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### 1.6. Confirmation of Cancellation

A message will appear confirming the appointment has been cancelled. You can choose to then:

Return to My Appointments page

Or, select 'Schedule Another Appointment'.

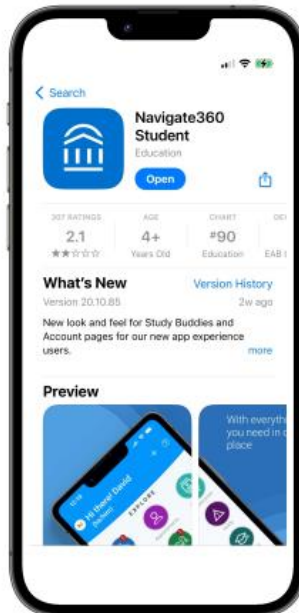


### 2. Accessing Appointments on Mobile

#### 2.1. Access Navigate Three Sixty Mobile Application

Download our mobile app from the app store.

Once downloaded, select the application from your mobile device.



#### 2.2. Access the Appointments Section

On the left-hand side, select the **Appointments** icon to open the Appointments section.

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2.3. Browse the Appointments Dashboard

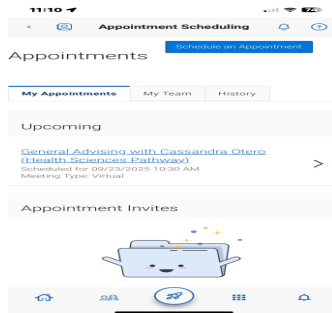
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**My Appointments**

**My Team**

**History**

**Or Schedule an Appointment**

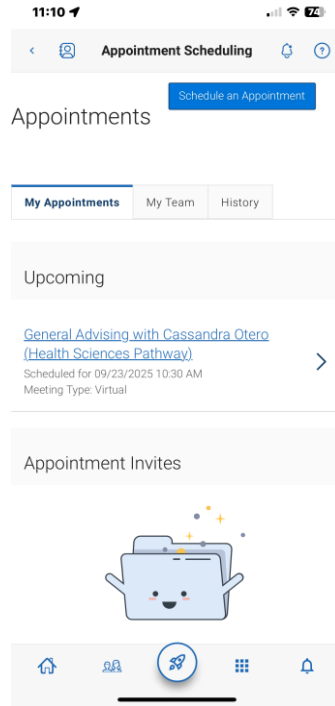


2.4. View Upcoming Appointments

Select the 'My Appointments' tab. Here, you'll see a list of your upcoming scheduled appointments.

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### 2.5. Cancel an Appointment

On the list of your upcoming scheduled appointments, select the appointment you want to cancel, then select cancel. After you select the cancel option for an appointment a cancellation screen will populate for you to select a reason for your cancellation from the list of the following options:

Family Emergency

Medical Reason

Transportation Issue

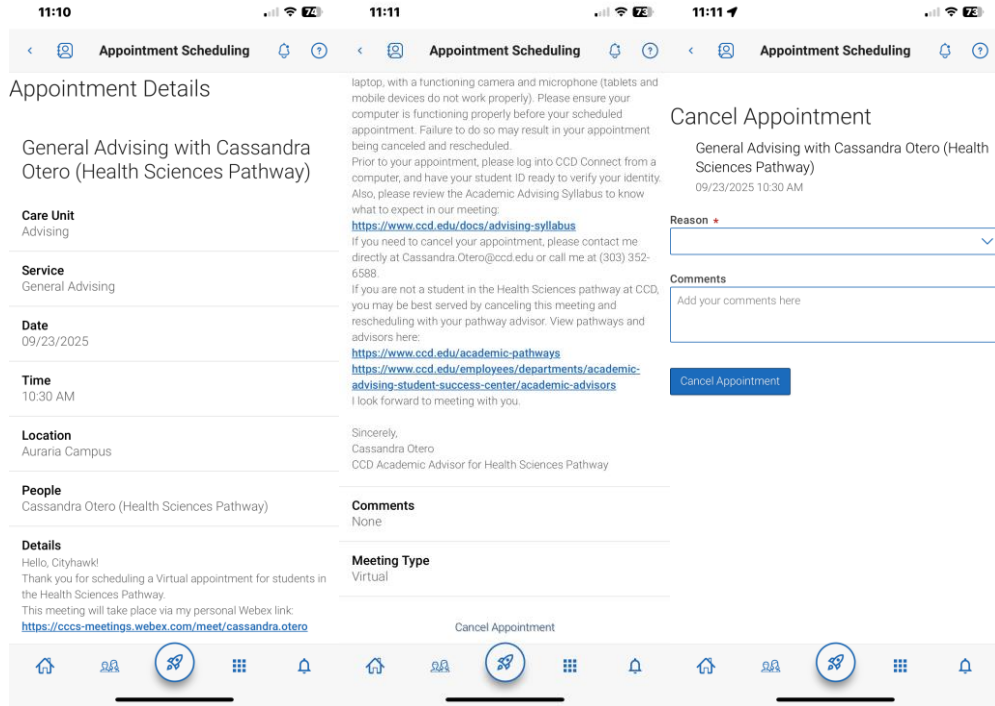
Work Schedule Conflict

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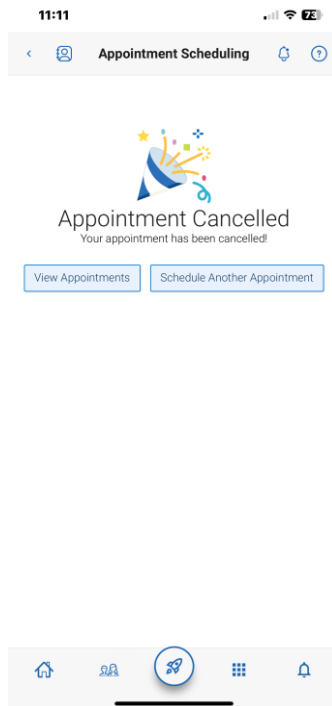


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## **Navigate360 – Student Application Managing Appointments**

### **Additional Resources:**

Provide links to additional resources, such as YouTube videos and email to contact for further help.

- Tutorial Video: [CCD - Navigate360 - Managing Appointments](#)