How to schedule a NAVIGATE virtual appointment?

1. First, you will need to access your Navigate profile. Once you have logged in to Navigate, you will begin with the “Get Assistance” icon just below the RRCC logo from your splash (home) page.

2. You will then be prompted through a series of questions to assist you in getting to the appropriate department offering the service you are seeking.
   a. What type of appointment would you like to schedule?
   b. Choose from the following options and click Next.
   c. The next prompt will ask for what location. During remote services, only the "Virtual" locations will show as available. Click Next.
   d. Next, select the staff member you would like to schedule with or skip if you have no preference, then click Next to continue.
   e. You should now be able to select from the dates and times available and click Next.
3. On the final Schedule Appointment page, you will now be able to view the "Additional Details" for the appointment, which will include information and details of how the meeting will be conducted. Also, you have the opportunity to add any comments or notes that you would like to share with the staff member you are scheduling with, such as a preferred telephone number for a return phone call.

Once the page is complete select “Confirm Appointment”

a. Once you have confirmed the appointment an appointment confirmation page will appear.

b. You will then receive an automated “Appointment Notification” as well as an additional “Appointment Reminder.” Again, with all of the additional details.