

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
 - c. and click Next.

Schedule Appointment

What type of appointment would you like to schedule?

Academic Advising

Choose from the following options and click Next.

General Advising

Next

- d. The next prompt will ask for what location. **During remote services, only the "Virtual" locations will show as available.** Click Next.

Schedule Appointment

What location do you prefer?

Arvada - Welcome Center

Lakewood - Academic Advising

Virtual - Academic Advising

Next

- e. Next, select the staff member you would like to schedule with or skip if you have no preference, then click Next to continue.

Who would you like to meet with? You may choose more than one person.

Webber, Shannon

Green, Nadine

Rash, Daniel

McMinn, John

Next

- f. You should now be able to select from the dates and times available and click Next.

Schedule Appointment

Times From March 18 To March 22

Wed, Mar 18

Thu, Mar 19

Fri, Mar 20

Sat, Mar 21

Sun, Mar 22

Morning N/A

Morning 16 Available

Afternoon N/A

Afternoon 20 Available

9:00am

9:15am

9:30am

9:45am

10:00am

View the times you can see a staff member without an appointment.

Request Appointment

Back

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"

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details
Who: Tiz Muah with Nadine Green **When:** Friday, March 20 9:00am - 9:15am
Why: Award/Eligibility Inquiry **Where:** Virtual - Financial Aid
Additional Details
You have scheduled a virtual meeting with a staff member of the Financial Aid Department at Red Rocks Community College, to be hosted through WebEx. Below is the url address you will need in order to access your scheduled appointment.
URL address: <https://cccs-meetings.webex.com/meet/nadine.green>
Should you have any questions, please feel free to email: Financial.Aid@rrcc.edu

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

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

I do not have computer access. Please telephone me instead.

Comments for your staff...

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

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

Schedule Appointment

Success! Your Appointment Has Been Created

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Why: Award/Eligibility Inquiry
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What would you like to do now?

[Create Another Appointment](#)
[View My Calendar](#)
[Go Home](#)

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