

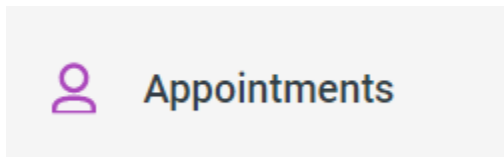
How to access the virtual front desk in Navigate

1. Access your student Rock portal and click the Navigate icon on your student dashboard.



[Navigate -](#)
[Appointments](#)
[/ Plan / Add /](#)
[Drop Classes](#)

2. Click on the left menu item “Appointments”.



3. Next, click the “Schedule an Appointment” button.

Schedule An Appointment

4. Select “View Drop-In Availability”

View Drop-In Availability

5. Select the department and service from the drop-down menu and click “Find Available Time”.

*** Which department would you like to schedule an appointment with?**

Financial Aid

*** Service**

Check the status of n

Find Available Time

6. Select the “Virtual Front Desk” option on the right-hand side.

VIRTUAL FRONT DESK

Our Virtual Front Desk offers LIVE - REMOTE DROP-IN Student Support Services for the Student Affairs Division at Red Rocks Community College.

7. Click the “Check-in with first available” staff member

Check-in with first available

8. Follow the instructions the staff member has provided for the meeting type you have selected.