

# Making an Appointment Through MavCONNECT

## *Student View*

Students can make appointments with anyone in their Success Network if that faculty/staff member has set up availability. Students can schedule appointments through the **Appointments tab** of their MavCONNECT mobile app or desktop site. Note the following workflow shows the process through the desktop site.

### How to download and access the MavCONNECT by Navigate Student app

- In your device's app store, search for "Navigate Student".

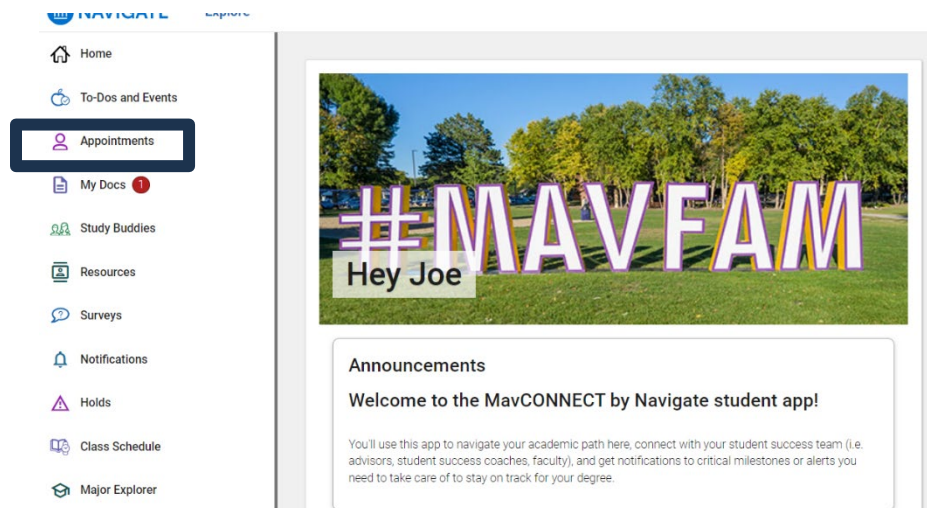


- Once downloaded, open the app (may be listed as Navigate) and search for "Minnesota State University, Mankato" at the top of the screen.
- Log into the system using your @go.minnstate.edu credentials and go through the multifactor authentication.
- A short intake survey may open upon your first login to the system. Please complete this and then you are set to use the tool!

**Access MavCONNECT via your desktop here:** <https://mnsu.navigate.eab.com/app/>

### Scheduling an appointment

To begin making setting up an appointment, click on the *Appointments* row.



On this screen you will see any upcoming or past appointments you have made through the MavCONNECT app. If your advisor or another staff member has made an appointment with you through the MavCONNECT platform, those appointments will also show on this screen.

To create a new appointment, click ***Schedule an Appointment.***



The **New Appointment** page opens.

You choose your Care Unit and Service. In the example to the right, these are the fields named *Choose the type of appointment you would like* and *Service*. You can choose more than one Care Unit and/or Service.

Once the Care Unit and Service are chosen, you choose a date (this can be modified) and click **Find Available Time**.

## New Appointment

### What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

What type of appointment would you like to schedule? \*

Service \*

Pick a Date🕒  
August 2, 2023

Find Available Time

At the top of the page, you will see the options you chose on the previous page. These options can't be changed unless you select the **Start Over** link. These options are shown as "locked" as in the image below.

## New Appointment

### All Filters

[Start Over](#)

What type of appointment would you like to schedule?  
Professional Academic Advising

Service  
Academic Planning/Registration

Pick a Date🕒

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

PROFESSIONAL ACADEMIC ADVISING ACADEMIC PLANNING/REGISTRATION



**Jill Fischer**

\*Adv - Student Success Dept (Test)

Student Success dept.... so on - TEST description

Tue, Aug 8th

2:00 - 2:30 PM

Wed, Aug 9th

10:00 - 10:30 AM 10:30 - 11:00 AM

Thu, Aug 10th

12:30 - 1:00 PM 1:00 - 1:30 PM

Pick a Date🕒

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff

Search by name

How would you like to meet?

Search by name

Location

Search by name

Course

Select course

On the left is a filter panel that also shows the filters chosen, a calendar to pick a date for the appointment, and more filters to narrow appointment options. You can narrow by staff name, how you would like to meet, location, and course and adjust those filters as needed. The main panel updates to reflect filtering automatically.

**NOTE:** Availability will only show for those individuals who are a part of your assigned success team (i.e., academic advisor, student success coaches, instructors, etc.) who have availability set up.

When you choose an appointment time, regardless of filters chosen, the **Review Detail** page opens.

### Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Professional Academic Advising	<b>Service</b> Academic Planning/Registration
<b>Date</b> 08/08/2023	<b>Time</b> 2:00 PM - 2:30 PM
<b>Location</b> *Adv - Student Success Dept (Test) Student Success dept.... so on - TEST description	
<b>Staff</b> Jill Fischer	
<b>Details</b> test test WA 325 zoom link: xxxxx	

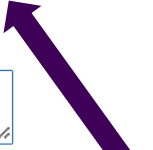
How would you like to meet? \*

Search by type

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here



Notice the “How would you like to meet” field is required. If there is more than one way you can meet (in-person, virtual, phone, etc.) you can change the type of meeting here. You can also go back to filter to the type of meeting you need to make changes.

You can enter a comment and decide if you want reminders. Once all the options are set, click **Schedule**.

If your appointment is scheduled, you will get a success message and the option to **View Appointments** or **Schedule Another Appointment**.

