



Palm Beach Atlantic  
UNIVERSITY

# NAVIGATE

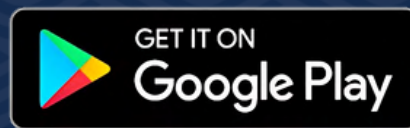
## Student Quick Start Guide

*Follow these steps for Setting Up Your App to*

*Serve Your Needs and Preferences*

# Log In To Navigate...

- ▶ Download the Navigate Student app from your device's app store.



Search for Palm Beach Atlantic University in the drop down menu. Use your PBA login credentials to log in.

- ▶ Access PBA's site online:  
<https://pba.navigate.eab.com>

- Use Chrome or Firefox browser for best results. Use your PBA credentials to log in.

Trouble logging in? Email [navigate@pba.edu](mailto:navigate@pba.edu) for help resolving your issues!

## Complete the Intake Survey...

The first step to setting up your app is completing the intake survey. Tell us about yourself! Answers you provide are used to create tailored app content. You cannot access core platform features without completing the survey, and you only have to answers the questions once. After you've completed the survey, use the following pages in this guide to set up other features.





# APPOINTMENTS

## ► Make an Appointment

To schedule appointments, click the purple **Appointments** icon on the left navigation menu and answer questions about your preferred service, date, time, and location.

## ► Other Appointment Options

You can also view available drop-in times or request appointment times for your preferred service.

## ► Appointment Invitations

Your Success Team (e.g., assigned advisors, instructors) may also request you meet with them. When this happens, you receive an appointment invitation where you only need to choose a time that works for you!

The screenshot shows the 'Appointments' mobile app interface. At the top, there's a navigation bar with a back arrow, a camera icon, the title 'Appointments', a bell icon, and a question mark icon. Below the navigation bar, the main heading is 'What can we help you find?'. Underneath, a paragraph explains that users will find available options for scheduling an appointment and suggests trying other options if the search is unsuccessful. A 'Show More' link with a downward arrow is on the right. The main form area contains three dropdown menus: 'What type of appointment would you like to schedule?' (with a red asterisk), 'Service' (with a red asterisk), and 'Pick a Date' (with an information icon). The date dropdown shows 'December 9, 2024'. Below these is a blue button labeled 'Find Available Time'. At the bottom, under the heading 'Other Options', there are two links: 'View Drop-In Times' and 'Meet With Your Success Team'.

The screenshot shows the 'Appointment Invites' mobile app interface. It features a table with three rows of appointment invitations. Each row includes the invitation title, a response deadline, and a right-pointing arrow. The table is set against a light blue background with a subtle pattern.

Appointment Invites	
Appointment Invitation for Campus NAV QA TUT Serv 2 Please respond by 01/31/2021	>
Appointment Invitation for Course-based Tutoring Please respond by 02/28/2021	>
Appointment Invitation for Campus NAV QA Serv 2 Please respond by 12/31/2021	>



# SET UP NOTIFICATIONS

## ► Step One

Choose the **Settings** button on your app or on the desktop site.

## ► Step Two

Select **Notification Settings**. Scroll to find content categories like Upcoming To-Dos and Events, Personal Reminders, and Study Buddies messages.

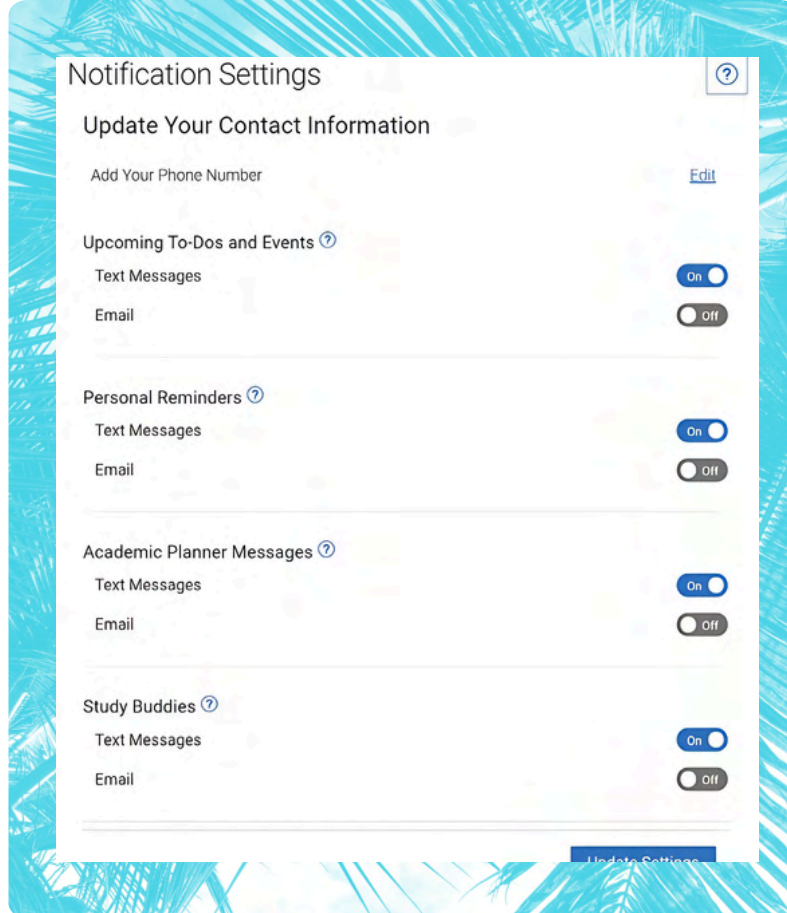
## ► Step Three

Select your preferred method of notification.

**Note:** You can select as many notification methods as desired, but you receive multiple notifications if you choose more than one.

## ► Step Four

If you select the **Text** option, ensure that your cell phone number is accurate in Navigate. You can do this by choosing **Edit Contact Information**.



# IMPORTANT DETAILS

## ► To-Dos

See important tasks and check them off as you complete them. Check to-dos regularly to stay on track.

## ► Events

See a list of key dates and deadlines on the To-Dos page. Add events to your personal calendar for more info.

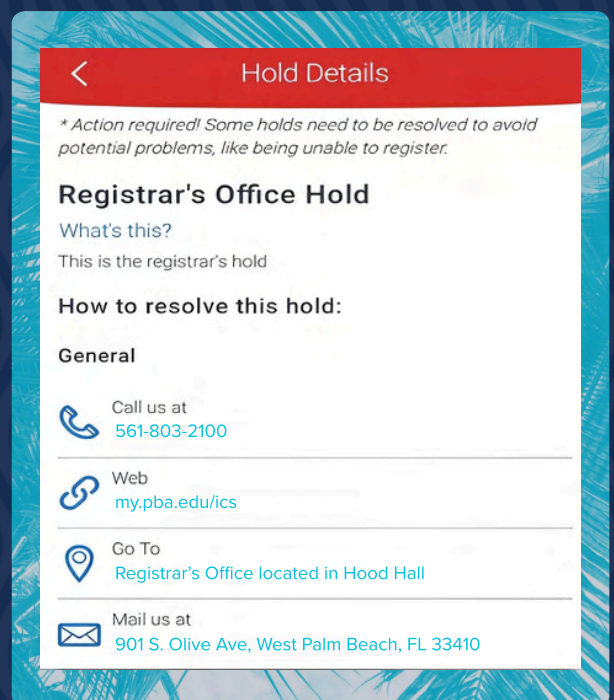
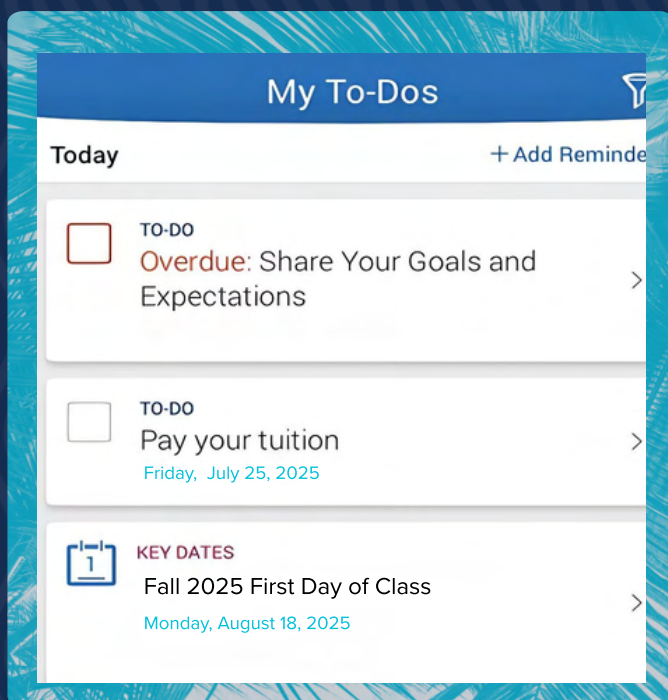
## ► Hold Center

See a list of your current holds and warnings in the Hold Center. Get more information about how to resolve them by reviewing the details.

**Note:** Navigate takes up to 24 hours to reflect any changes if your Hold has been resolved.

## Schedule Tutoring

Book appointments through the Tutoring Care Unit.





# GET HELP

## ► Step One

Go to the **Quick Actions** menu, or click **Help** in the menu. Your help title and text for this feature will appear, along with the drawers for Advising and Technical Help.

## ► Step Two

Click **Get Help** then select a reason, if the reason is associated with a specific class, and any additional comments before clicking Submit to issue the alert.

## ► Step Three

Once you have raised your hand, the alert will appear in the My Docs section of Navigate360 Student. The information contained in the doc is the time and date, Alert Reason, course (if selected), and comments (if entered).



# JOIN STUDY BUDDIES...

Identify classmates who are interested in group study and access their contact information directly in the app.

## ► Step One

Opt-in to Study Buddies for the courses you would like help in.

## ► Step Two

Once other students have opted into Study Buddies, select the names of the students you want to contact. You will be directed to email these students.



# INFORMATION AT A GLANCE...



## RESOURCES

See a list of important services and locations on campus. The **People** tab shows a list of your assigned staff, e.g., advisors and instructors. Click the heart icon to favorite a resource. You can find your favorites in **Settings > Favorites**.



## MY MAJOR

Search for majors offered at your school or take the Major Explorer quiz to learn about majors and careers that might be a good fit for you.



## VIEW YOUR CLASS SCHEDULE

See your course schedule at a glance or get additional details such as meeting time, location or instructor.



## MESSAGES

See messages from staff and faculty. Opt-in to email notifications to receive a copy of your messages. Messages older than 90 days are cleared from Navigate.





# GET HELP WITH NAVIGATE

We hope this information is helpful for you as you  
prepare to join us on campus. If you have any  
questions, please email [navigate@pba.edu](mailto:navigate@pba.edu)



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