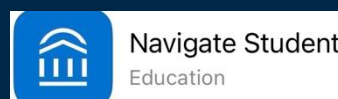


EAB Navigate360 Student Quick Start Guide

Guidance for Setting Up Your App.

Follow these steps to start using the Navigate360 app today!

Download Navigate from the App Store


1


Download the Navigate Student app from your device's app store. Search for your institution's name in the dropdown menu. Use your institution's login credentials to log in.

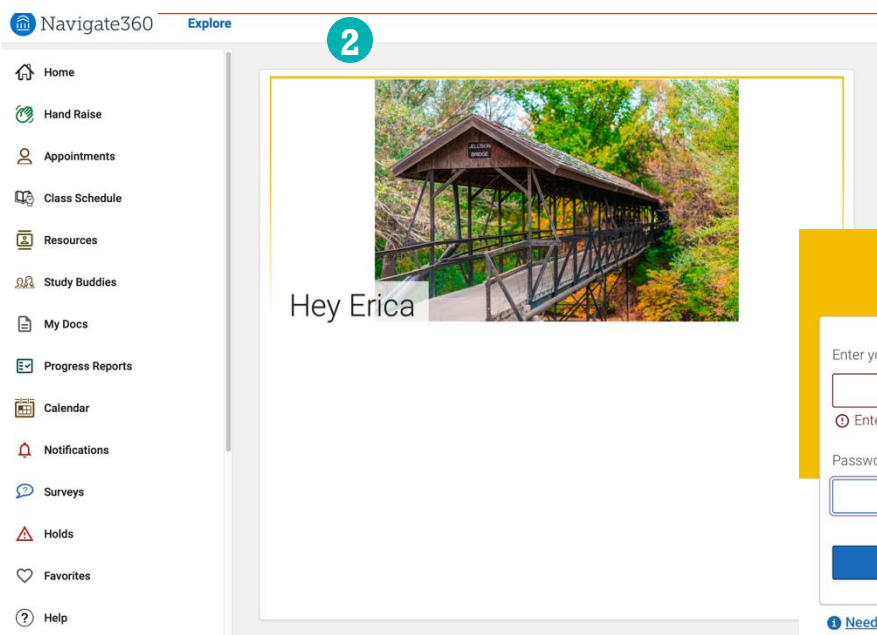
2

Access your institutions Navigate360 Student Experience on the Desktop at : <https://fhsu.navigate.eab.com/> or through the Mobile Application

3

If you have any trouble logging in, contact FHSU TigerTech

Use Chrome or Firefox browser for best results. Use your TigerNet ID and login credentials to log in.



Fort Hays State University

Enter your User ID *

ⓘ Enter your User ID is required

Password *

Login

[Need help logging in?](#)





Complete the Welcome Survey

When you first log in, you will be prompted to complete the welcome survey. Please select all responses that apply to you.



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. (*NOTE: Not all FHSU services will utilize Navigate for scheduling)

Other Appointment Options

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

Appointment Invitations

Your Success Team 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!

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	>

<

New Appointment

What can we help you find?

Choose the type of support you need. *

Service *

Pick a Date ⓘ

Monday, January 4th 2021

Find Available Time

Other Appointment Options

View Drop-In Times

Request Appointment Time

Meet Your Success Team



Set Up Notifications

- 1 Choose the **Account** button on your app or on the desktop site.
- 2 Select **Notification Settings**. Scroll to find content categories such as Study Buddies
- 3 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.
- 4 If you select the **Text** option, ensure that your cell phone number is accurate in Navigate360. You can do this by choosing **Edit** next to *Add Your Phone Number*.

Notification Settings ⓘ

Update Your Contact Information

Add Your Phone Number [Edit](#)

Upcoming To-Dos and Events ⓘ

Text Messages ☒ On ☐ Off

Email ☐ On ☒ Off

Personal Reminders ⓘ

Text Messages ☒ On ☐ Off

Email ☐ On ☒ Off

Academic Planner Messages ⓘ

Text Messages ☒ On ☐ Off

Email ☐ On ☒ Off

Study Buddies ⓘ

Text Messages ☒ On ☐ Off

Email ☐ On ☒ Off

Update Settings





APPLICATIONS



Hand Raise

Let your campus know that you are looking for more information or need additional assistance by “raising your hand”. This can be accessed either by clicking the “+” sign on the top right of your screen or by clicking the Hand Raise icon on your home page.



My Docs

Here you can see Appointment Summaries, Notes and/or Progress Reports that have been shared with you by your Success Team. You can see reports that were created after your school enabled this feature that you have permission to see. Reports are hidden 180 days after they are created.



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. The **Places** tab shows campus resources. Click the heart icon to favorite a resource. You can find your favorites in **Settings > Favorites**.



View Your Class Schedule

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



Checklist

Complete your goals and prepare for the semester. You can also add personal to-dos and reminders to help make your more successful.

Create Personal To-Do



Join Study Buddies

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

- 1 Opt-in to Study Buddies for the courses you would like help in.
- 2 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.



APPLICATIONS



Holds

The app displays and holds on your account. Login to Workday to learn more about how to resolve your holds and who to contact.



Knowledge Bot

Do you have any FHSU questions and don't know where to go? Ask the FHSU Knowledge Bot for help and recommendations.



Blackboard

Access course information. Make sure to check the gradebook to see how you are doing in your courses. If you have questions, please talk to your instructor.



Workday

FHSU's student web portal, where students plan and register for courses, explore financial and academic information, and access other online services at FHSU.



Gmail

FHSU student official email account. Make sure to check your FHSU email account daily.



Career Exploration

Explore career opportunities. Complete your FHSU.MyMajors.com assessment. Learn what jobs you can do with different FHSU majors. Schedule Career Exploration and Advising.



Progress Reports

View progress reports created by faculty for feedback on your class performance. Progress report alerts can be positive, neutral, or negative. Negative alerts the FHSU Early Alert team will be connecting with you via email, text message, and phone. Please respond for us to connect you with campus resources.