

Navigate – Office of Student Financial Aid Services

Scheduling Appointments – Guide - njit.campus.EAB.com

1. Go to my.njit.edu
2. Go to Student Services on the left
3. Go to Online Services – locate **Navigate**
4. Student Home Page – Schedule a Virtual Appointment

Student Home ▾

Class Information Reports Calendar

Classes This Term

Actions ▾



Schedule a Virtual Appointment

Actions

I want to...

5. Schedule Appointment – Answer the questions asked. What type of appointment would you like? Select Office of Student Financial Aid Services. Choose from the following options and click Next.

Schedule Appointment

What type of appointment would you like to schedule?

Office of Student Financial Aid Servic... ▾

Choose from the following options and click Next.

– please choose one – ▾

- please choose one –
- Income Reduction
- Discuss financial options to pay bill
- FAFSA record problems
- Verification/paperwork requirements

6. Schedule Appointment - Student will be able to select a location and select a Financial Aid Counselor

Schedule Appointment

What location do you prefer?

Office of Student Financial Aid Servic... ▾

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

|

- Ledesma-Gonzalez, Paola
- Kennedy, Samantha
- Barisano, Paul
- Singh, Jo-Ann

Next ▶

7. Schedule Advising Appointment - Select an appointment time (blue)

Schedule Appointment

The screenshot shows a calendar interface titled "Times From August 21 To August 25". The calendar grid displays days from Friday, August 21 to Tuesday, August 25. Each day has "Morning N/A" and "Afternoon N/A" slots. A blue arrow points from the "Morning N/A" slot on Sunday, August 23 to the "Afternoon N/A" slot on Monday, August 24. On Tuesday, August 25, a "Close" button is visible above a dropdown menu showing time slots: 9:00am ET, 9:15am ET, 9:30am ET, 9:45am ET, and 10:00am ET. A "Back" button is located at the bottom left, and a "Close" button is at the top right of the calendar area. A note at the bottom states: "* All times listed are in Eastern Time (US & Canada)." A blue arrow points from the "Confirm Appointment" button in the next screenshot to the "Afternoon N/A" slot on Monday, August 24.

8. Schedule Appointment - Confirm Appointment. Please be sure to click on Confirm Appointment. If you do not confirm the appointment you will not have scheduled an appointment.

Schedule Appointment

The screenshot shows a confirmation page with a yellow banner at the top: "Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete." Below this is the "Appointment Details" section, which includes:

- Who:** Nancy Vega with Samantha Kennedy
- When:** Tuesday, August 25, 9:15am - 9:30am ET
- Why:** Income Reduction
- Where:** Office of Student Financial Aid Services, Student Mall

The "Additional Details" section states: "All meetings will be virtual." Below this is a form for "Is there anything specific you would like to discuss with Samantha?". It includes a text area for "Comments for your staff...", two checked checkboxes for "Send Me an Email" and "Send Me a Text", and a text input field for "Phone Number" with the prompt "Please provide your mobile number". At the bottom, there is a "Back" button on the left and a "Confirm Appointment" button on the right. A blue arrow points from the "Confirm Appointment" button to the "Afternoon N/A" slot on Monday, August 24 in the previous screenshot.

9. You will receive a confirmation that the appointment was scheduled

Schedule Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: Nancy Vega with Samantha Kennedy

Why: Income Reduction

When: Tue Aug 25, 2020 9:15am - 9:30am ET

Where: Office of Student Financial Aid Services, Student Mall

Additional Details:

All meetings will be virtual.

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

10. You will receive a reminder email prior to the appointment.