How to schedule a tutoring appt. on Navigate

Step 1: Login onto your Pipeline and open Navigate (if you cannot find if click the search button and type Navigate)

Step 2: Once in Navigate click “Schedule an appointment”

Step 3: for “what type of appt would you like to schedule- choose “Norma J Clayton learning Center”
Step 4: For service choose “Tutoring” and pick a date you’d like to schedule an appt. for

Step 5: If a tutor is available for a course you take you than will click which class your want an appointment for (if you can’t find the class you are specifically looking for a tutor email tlc@njit.edu and we will assist)
Step 6: After you click on the course you want to receive services from you will see the available appointments for the day you choose as well as other available times.

Step 7: Pick a time slot that works best for you and choose if you’d like to meet in person or virtual (online)- you can also add notes if there’s something you’d like to work on specifically in the session (review chapter 8, practice questions for the math common etc.)
Step 8: Click **Schedule** (be sure to check off if you want an email of text reminder for the appt)

Step 9: Congrats you have scheduled your tutoring appt.
****If you wish to schedule with a particular tutor follow these steps*****

Go back to step 6 and on the left side on the screen you will see the following:

![Search interface for staff and meeting preferences]

Type in the staff member you wish to meet with or if you’d only like to meet virtually this is where you would put that in.

***Reminder if you need to cancel your appt. please do so as early as possible- two no show appointments will result in a hold on your account***