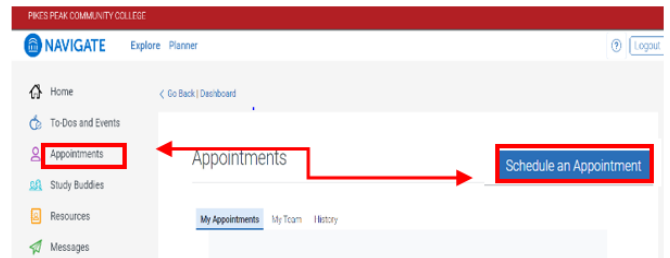
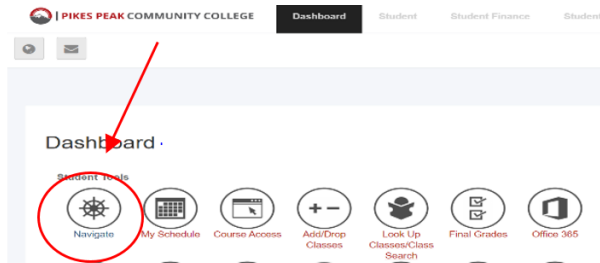




How to Schedule Appointments in Navigate

1. Login To: my.ppcc.edu
First Time Login: Username is your student ID number, including the 'S'. Password is your birth date: MMDDYY
Returning Login: Password you created. Forgot your password? Follow prompts to create a new password.
2. Click on "Navigate"
3. Click on "Appointment", then "Schedule an Appointment"



4. Under the required "What type of appointment would you like to schedule? (Scroll down for more options)" select **Advising & Registration**. Select the desired appointment with the advisor under "Service". Pick a date to see available times for that day and 30 days after that date.

New Appointment

What can we help you find?

*What type of appointment would you like to schedule? (Scroll down for more options)

Advising & Registration

*Service

Degree Planning

Pick a Date

Monday, February 15th 2021

Find Available Time

5. On the calendar, the dates with the dot underneath shows the available time for your Advisor/Advising Team. Under **Staff**, scroll down and select the desired advisor in your **Advisor Team**. Under **Location**, scroll down and select the location of your appointment. Pick a time that works best for you.
6. In the **Review Detail** section, you can add any comments that would be shared with your advisor and you can opt/opt out of an email or text message reminder. If you opt for a text message reminder, please make sure the phone number listed is your most current number. Click "**Schedule**". You should receive an email confirmation of your appointment through your student email account. Your student email account is also located on the "Dashboard" in the myPPCC Portal.

***Note:** All Phone/Online Video Appointments will be during Mountain Time (MT). Online video appointments will be held over Zoom, you will receive a Zoom meeting link in your student email account.