How To Schedule a Tutoring Appointment in Navigate

1. Log into your Navigate Home Page using this link: [https://bsu.navigate.eab.com](https://bsu.navigate.eab.com). You can also go to your my.bsu.edu and click on “Navigate.” You can also download the Navigate Student app and use that! Once you are in Navigate, click on “Appointments” on the menu.

2. Then, select “Schedule an Appointment” in the upper right corner
3. Under “What type of appointment would you like to schedule?”, choose “The Learning Center”. Then select the service type. **CHOOSE COURSE-BASED TUTORING** if need a tutor for a specific class!!! Choose “Study Skills Tutoring” if you would like general help with study skills like time management, note-taking, test-taking, etc. Choose “Writing Tutoring” if you need help with writing.
4. Pick a date you’d like to meet for tutoring and click on “Find Available Times”

5. For Course-Based Tutoring, select the course for which you are seeking tutoring. Then select an available time from the list.
6. In the “Review Appointment Details and Confirm” screen, scroll down and fill in the required information. Then click “Schedule”.

If you cannot find a day/time that works for you or no days/times are listed when you search, please call the Tutoring Desk at 765-285-3780 or email learncenter@bsu.edu. We will
check the appointment book: there may be group appointments available that aren’t showing up. We will put you on our waiting list if we cannot find a tutor for you right away.

How To Cancel a Tutoring Appointment in Navigate

1. Log into your Navigate Home Page (https://bsu.navigate.eab.com/) and click on your Appointments tab on the left. Your upcoming appointments screen will appear.

2. Click on the appointment you wish to cancel.
3. In the Appointment Details box, you can click on “Cancel” at the bottom of the box.

4. Select a Reason for Canceling from the drop-down menu. You may also enter any comments you would like the tutor to know in the Comments box.

5. Enter any comments you’d like your tutor to know regarding the cancellation and click “Cancel Appointment” and you will see a confirmation screen that will say you have successfully cancelled your appointment.