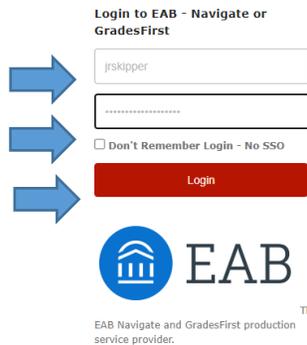


Students: Getting Started

Student Profile Log-in & Appointment Scheduling in Nanook Navigator (EAB Navigate)

How to log into Nanook Navigator

1. Click this link <https://uaf.campus.eab.com/>
2. Enter your UA single sign on credentials (same as UA Gmail, Blackboard, UAOnline, & etc.)
3. Click "Login" (red button)



4. Switch to your student role by clicking on the drop-down arrow & student home.



How to access the different student features

Click on the icons in the left-side panel & headers:

a. Current Page Home



b. [Conversations](#)



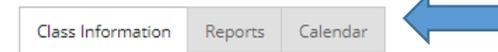
c. [Calendar](#)



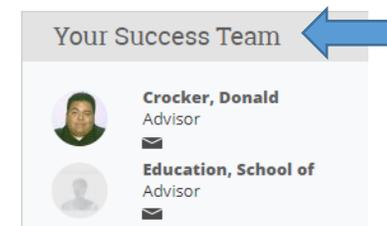
Access different student features, continued

1. Tabs under Student Home header: [class information](#), Reports (notes from appointments), and [calendar](#).

Student Home



2. [Student Success Team](#) (bottom-right of home page)



3. School Information (right side of home page) provides contact information for different student support services.

Quick Links

Take me to...

[School Information](#)



School Information

Search Filter:



[Nanook Navigator Student Resources](#)



[UAF Academic Advisors](#)

Students: Getting Started

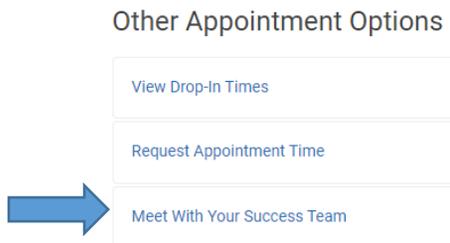
Appointment Scheduling

Schedule an appointment with an advisor/tutor

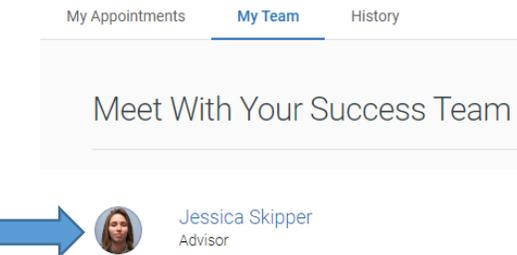
1. Click "Get Assistance"-right side of the Student Home page



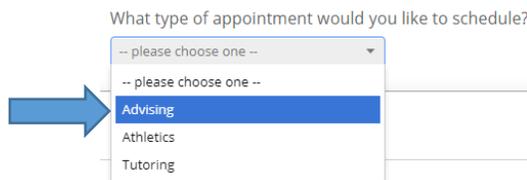
2. Click on Meet With Your Success Team.



3. Select the person you wish to meet with. If you do not see the person you wish to meet with click on "go back" at the top left and follow steps 4-11.

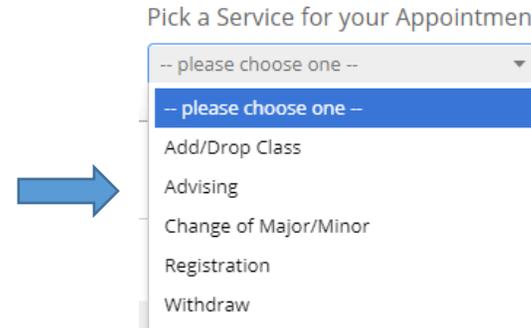


4. Choose the appointment type & click next.



Schedule an appointment, continued

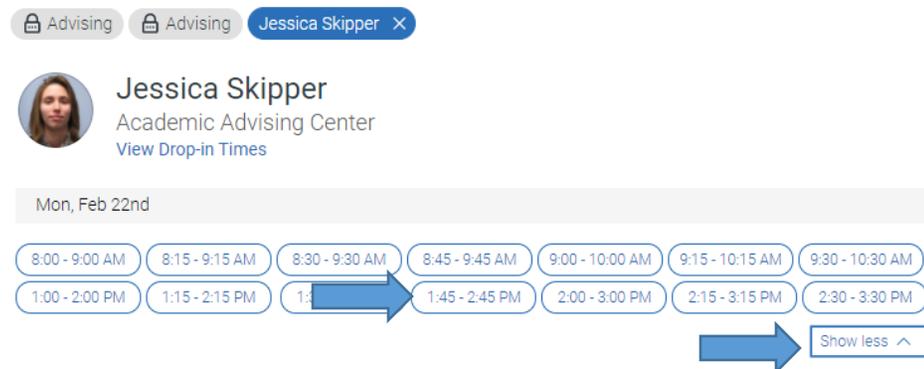
5. Select the service you would like to meet with the advisor/tutor about and click next. You will be able to add comments the appointment screen.



6. Pick a date



7. Choose your location and person (if you did not select from success team) and time



Need assistance? See more resources at <https://uaf.edu/qs/nanooknavigator/students.php> or contact uaf-nanooknavigator@alaska.edu.

Students: Getting Started

Appointment Scheduling

Schedule an appointment, continued

9. Review your appointment and additional details. Indicate in the comment section if you would like to meet through phone, video conferencing, or in-person (if available) and any relevant information.
10. Provide your phone number in the comment section and text reminder.
11. Indicate if you would like to receive an email and text message reminder. Click schedule.

Location

Academic Advising Center

Staff

Jessica Skipper (Your Advisor)

Details

Please indicate your meeting type in the comment section of your appointment details screen.

Appointment Options:

- Video conferencing- click on the zoom link provided in your appointment confirmation at the time of your appointment. The password is 555555. You will be placed in a waiting room.
- Phone- provide your phone number in the appointment screen below. I will call you at the time of our appointment.

If you need assistance before our scheduled appointment you may contact me at jrskipper@alaska.edu or 907-474-7414.

URL / Phone Number

<https://alaska.zoom.us/j/907>

Would you like to share anything else?

Phone Appointment 555-5558

Email Reminder

Reminder will be sent to [redacted]@alaska.edu

Text Message Reminder

Phone Number for Text Reminder

555-5558

Schedule

12. You will receive an appointment confirmation email at your [UAOnline preferred email](#).
13. You are able to reply to the appointment confirmation email to connect with your advisor/tutor about the appointment.

Need assistance? See more resources at <https://uaf.edu/qs/nanooknavigator/students.php> or contact uaf-nanooknavigator@alaska.edu.

Students: Getting Started

Manage your scheduled appointments

Home screen to manage appointments

1. On your student home page, you have access to manage your scheduled appointments.



2. On the right-side panel of your student home page you can see "Upcoming appointments". You can cancel the appointment by clicking on the blue hyperlinked service (i.e. Registration). Depending on location you might be able to virtually "check in" for your upcoming appointment. We recommend you follow the advisor's/tutor's special instructions for phone or video conference as well.



3. When the appointment screen comes up you can view appointment details, cancel my attendance, or [message](#) the advisor/tutor.

Registration

All Attendees

J. Skipper (Organizer) message
Nook Fairbanks

Appointment Details

When	Mon Oct 12, 2020 1:00pm - 2:00pm AKT	Care Unit	Advising
Where	Academic Advising Center	Comments	Nook Fairbanks: Video conference appointment.
Service	Registration	Type	One Time Appointment
Course	N/A		

URL
<https://alaska.zoom.us/j/907>

Cancel My Attendance Close

Home screen to manage appointments, continued

4. If you click on cancel my attendance you will need to choose a reason and add any comments. Click "Mark as Cancelled" and then click close.
5. If you need to **exit** click "Don't Mark".



6. You will receive an email confirming your cancellation.
7. If you cancelled an appointment, you are able to update your status to attending by clicking on your name and "mark attending".

Registration

All Attendees

J. Skipper (Organizer)

Nook Fairbanks (cancelled) mark attending

Appointment Cancelled

Nook Fairbanks Cancelled this Appointment due to **Illness**

Cancelled Oct 15 2020 at 8:05am AKT

Appointment Details

When	Tue Oct 20, 2020 2:30pm - 3:30pm AKT	Care Unit	Advising
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Need assistance? See more resources at <https://uaf.edu/qs/nanooknavigator/students.php> or contact uaf-nanooknavigator@alaska.edu.

Students: Getting Started

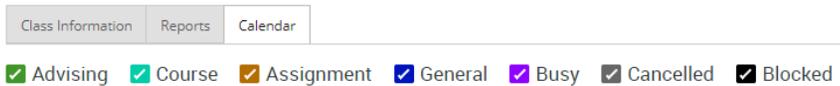
Calendar screen to manage appointments

1. Click on your calendar icon on the left side panel or under Student Home → Calendar.



2. You can use the colored check boxes to filter your calendar events. Your courses with scheduled meeting times you auto populate.
3. If you [sync your personal/student calendar](#) these events will show as “busy” in purple. Advising meetings or tutoring will be in green.

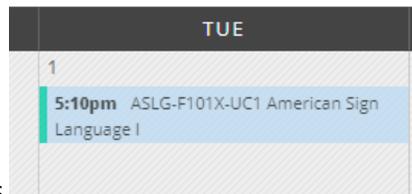
Student Home



4. You can also filter by day, week or month.



5. Here is an example of a canceled appointment and a scheduled advising appointment:



Synchronous or face to face class

Calendar screen to manage appointments, continued

6. You can click on the appointments in Nanook Navigator to manage them.
7. Follow steps 3-6 from the [“Home screen to manage appointments”](#) section above.