Navigate Student Quick Start Guide

Setting Up Your Student App

Follow these steps to start using the your UAF Student Navigate app today!

**Log In to Navigate: Choose One of Two Ways**

1. Download the **Navigate Student** app from your device’s app store.
   - Search for **University of Alaska Fairbanks** in the dropdown menu. Use your full UAF username and your password to log in.

2. Login on a desktop/laptop through your UAF Student Center:
   - [https://uaf.navigate.eab.com/app/](https://uaf.navigate.eab.com/app/)
   - Use Chrome or Firefox browser for best results.

   *Trouble logging in? Email uaf-nanooknavigator@alaska.edu for help resolving your issues!*

**Complete the Intake Survey**

The first step to setting up your app is completing the intake survey. Tell us about yourself! Answers you provide are used to help your academic advisors and and UAF best assist you. You cannot access core platform features without completing the survey, and UAF will use your responses to gauge student needs and interests. After you’ve completed the survey, use the following pages in this guide to set up other features.
**Make an Appointment**

To schedule appointments, click the purple **Appointments** icon and choose your service, date, time, location, and staff member/advisor (search bar under calendar) or clicking people.

**Other Appointment Options**

You can also view available drop-in times or request appointment times for your preferred service.

**Appointment Invitations**

Your Success Team may also request you meet with them. When this happens, you receive an appointment invitation where you only need to choose a time that works for you!

### Appointment Invites

- Appointment Invitation for Campus NAV QA TUT Serv 1
- Please respond by 01/01/2021

- Appointment Invitation for Course-based Tutoring
- Please respond by 01/25/2021

- Appointment Invitation for Campus NAV QA Serv 7
- Please respond by 01/25/2021

![Appointment Invites](image)

**Set Up Notifications**

1. Choose the **Settings** button on your app or on the desktop site.

2. Select **Notification Settings**. Scroll to find content categories like **Upcoming To-Dos and Events**, **Personal Reminders**, **Study Buddies** and **Academic Planner Messages**.

3. Select your preferred method of notification. **Note:** You can select as many notification methods as desired, but you receive multiple notifications if you choose more than one.

4. If you select the **Text** option, ensure that your cell phone number is accurate in Navigate & **UAOnline**. You can do this by choosing **Edit Contact Information**.

![Set Up Notifications](image)
To-Dos

See important tasks and check them off as you complete them. Check to-dos regularly to stay on track.

Events

See a list of key dates and deadlines on the To-Dos page. Add events to your personal calendar for more info.

Join Study Buddies

Identify classmates who are interested in group study and access their contact information directly in the Navigate app.

1. Opt-in to Study Buddies for the courses you would like help in.
2. Once other students have opted into Study Buddies, select the names of the students you want to contact.

You will be directed to email these students. Study Buddies uses the student’s UAOnline preferred email address.

Resources

See a list of important UAF services and locations. Use the search bar to find a certain resource. The People tab shows a list of your success team. Click the heart icon to favorite a resource. You can find your favorites in Settings > Favorites.

View Your Class Schedule

See your course schedule at a glance or get additional details such as meeting time, location or instructor.