EAB Navigate Student Quick Start Guide

Guidance for Setting Up Your App to Serve Your Needs and Preferences

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

Log In to Navigate 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: https://uaf.navigate.eab.com/app

Use Chrome or Firefox browsers for best results. Use your institution's login credentials to log in.

⚠️ *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 UAF best assist you. You cannot access core platform features without completing the survey. After you've completed the survey, use the following pages in this guide to set up other features.
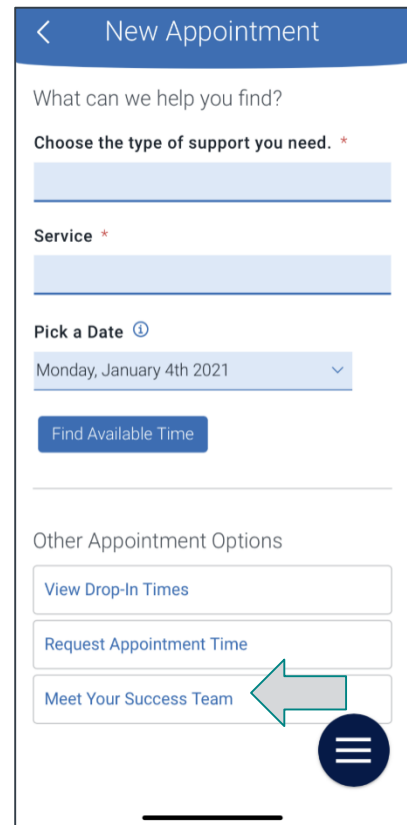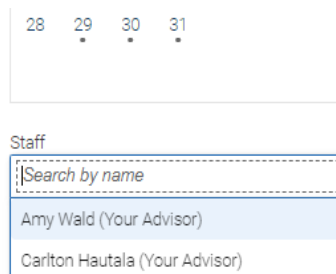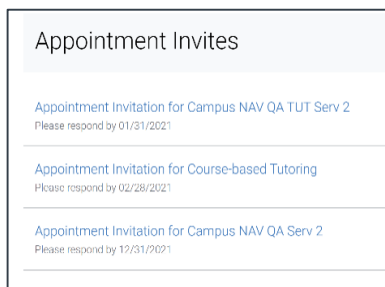
https://www.uaf.edu/nanooknavigator/students.php

Make an Appointment

To schedule appointments, click the purple **Appointments** icon on the left navigation menu and answer questions about your preferred service, date, time, and location. You can also view available drop-in times
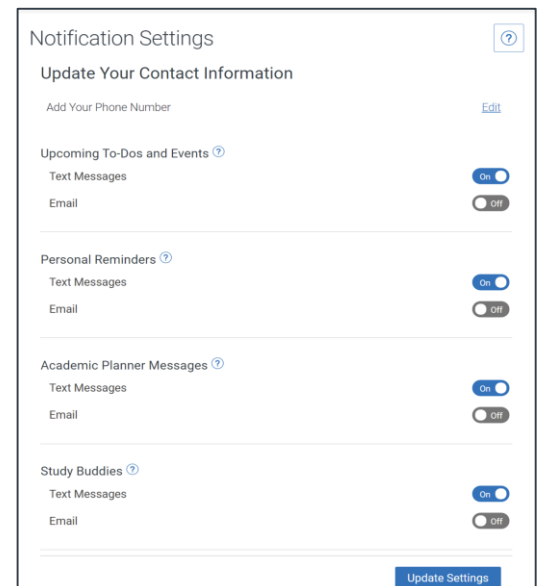
Appointment Invitations

Your Success Team (e.g., assigned advisors, instructors) 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!
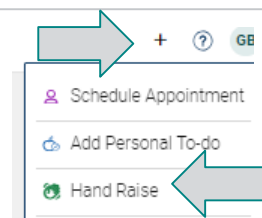
Set Up Notifications

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**.

Student Hand Raise

Virtually raise your hand for staff support relating to personal or academic concerns.
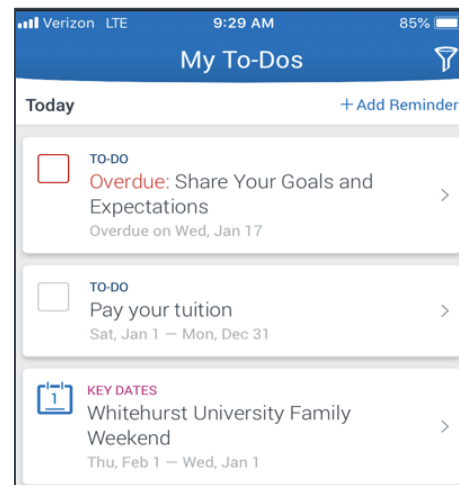
To-Dos

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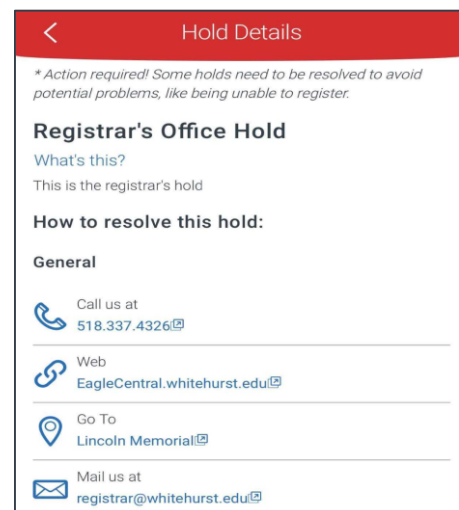
Events

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

Hold Center

See a list of your current holds in the Hold Center. Get more information about how to resolve them by reviewing the details.

Note: Navigate takes up to 24 hours to reflect any changes if your Hold has been resolved.

Join Study Buddies

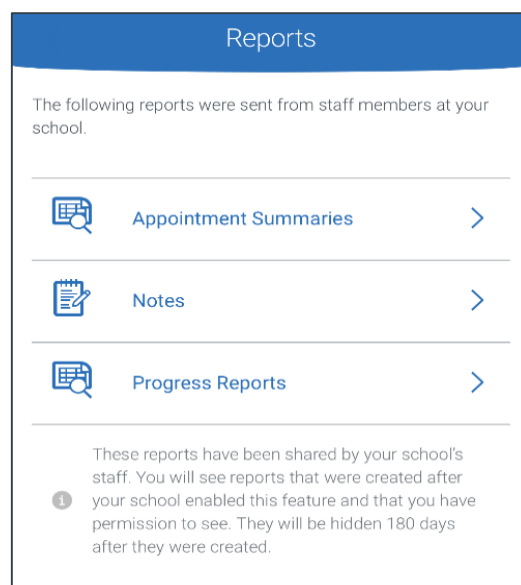Identify classmates who are interested in group study and access their contact information directly in the app.

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.

Reports

Here you can see Notes that have been shared with you by your Success Team. You can see the hand raises you have submitted.

Resources

See a list of important services and locations on campus. The **People** tab shows a list of your assigned staff, e.g., advisors and instructors. Click the heart icon to favorite a resource. You can find your favorites in **Settings > Favorites**.

My Major

Search for majors offered at your school or take the Major Explorer quiz to learn about majors and careers that might be a good fit for you.

View Your Class Schedule

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

Notifications

See messages from staff and faculty. When your advisor sends Academic Plan suggestions, you'll see a summary of the suggestions here (once enabled). Opt-in to email notifications to receive a copy of your messages. Messages older than 90 days are cleared from Navigate.

Forage

Provides students FREE "day-in-the-life" virtual job simulations from leading companies and creates an inclusive path to successful early careers. This feature is free to students when they access Forage through the Navigate Student Mobile app.