

EAB Navigate360 Student Quick Start Guide

Guidance for Setting Up Your App.

Follow these steps to start using the Navigate360 app today!

Getting Started with Navigate360 @ EIU

1



Download the Navigate Student app from your device's app store. Click on the icons for a link or search "Navigate360 Student App" to download.

Once installed, launch the app and search for your institution's name in the dropdown menu. Use EIU Net ID and Password to log in.

2

Access EIU's Navigate360 Student Experience on the Desktop at: <https://eiu.navigate.eab.com/app/> or through the Mobile Application. Use Chrome or Firefox browser for best results. Use your EIU Net ID and Password to log in.

3

If you have any trouble logging in, please reach out to eabhelp@eiu.edu

**Connect to
Navigate360 @ EIU**

Scan the QR code to connect!





Make an Appointment

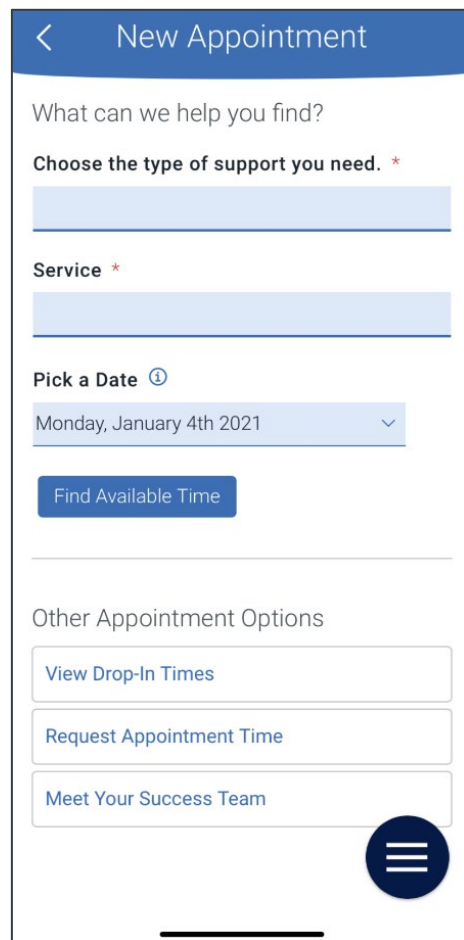
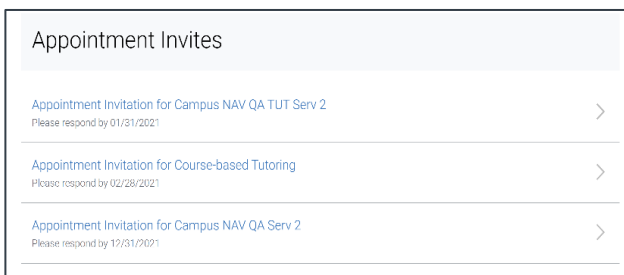
To schedule appointments, click the purple **Appointments** icon on the left navigation menu and answer questions about your preferred service, date, time, and location.

Other Appointment Options

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

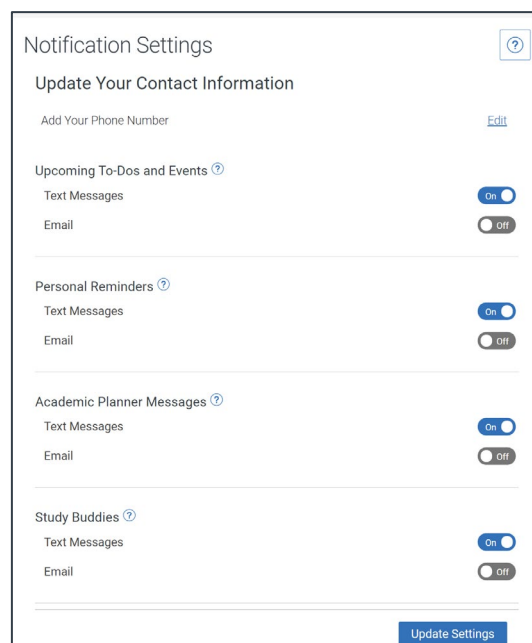
Appointment Invitations

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 **Account** button on your app or on the desktop site.
- 2 Select **Notification Settings**. Scroll to find content categories such as Study Buddies
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.
- 3 If you select the **Text** option, ensure that your cell phone number is accurate in Navigate360. You can do this by choosing **Edit** next to *Add Your Phone Number*.
- 4





Hand Raise

Let your campus know that you are looking for more information or need additional assistance by “raising your hand”. This can be accessed either by clicking the “+” sign on the top right of your screen or by clicking the Hand Raise icon on your home page.



Academic Alerts

Faculty and designated staff can issue an alert on a student at any time. Alerts are a way to proactively identify students who might be at risk for a variety of reasons, such as losing financial aid, needing tutoring, or intending to withdraw from the institution.

This is not a punitive process, but a supportive and student-centered process to ensure that each student has a stable foundation. Alerts will open a case and will be coordinated through the Student Success Center and with campus partners



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**.



Use the Checklist

Checklist lets students view personal To-Do’s for students, staff-assigned To-Dos, To-Dos/Events/Tips created in the Content Administration Tool, and Journey Steps as a single list.

To open the Checklist, select the Checklist link on desktop or the Checklist icon on mobile.

The default sort on Checklist follows these criteria:

- Items with a due date are sorted by due date, with the closest upcoming deadline shown first.
- After due dates, flagged items display next in the list.
- Finally, items without a due date display last on the checklist.

Students can filter their checklist by category or status. Categories may include To-Do, Personal To-Do, Staff To-Do, Autocomplete To-Do, Tip, Event, and Journey titles. They can also change the sort on their items. These choices will persist if the student opens an item and then returns to the main Checklist.



View Your Class Schedule

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



My Docs

Here you can see Appointment Summaries, Notes and/or Progress Reports that have been shared with you by your Success Team. You can see reports that were created after your school enabled this feature that you have permission to see. Reports are hidden 180 days after they are created.



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.



Journeys

The Journeys feature in Navigate360 helps you understand and complete essential steps towards your goals. Designed to extend beyond mere course planning, these Journeys empower you to focus on proactive, forward-thinking milestones crucial to your college experience.

The main Journeys page displays any current Journeys that you have added for yourself or those that have been assigned to you by staff.

Feel free to add additional Journeys by selecting Explore All Journeys.