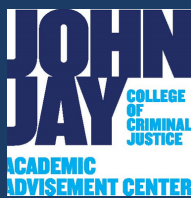


# HOW TO MAKE AN APPOINTMENT

With the Academic Advisement Center



## 1 GO TO THE ACADEMIC ADVISEMENT WEBSITE:

[www.jjay.cuny.edu/academic-advisement-center](http://www.jjay.cuny.edu/academic-advisement-center)



## 2 MAKE AN APPOINTMENT ON NAVIGATE

We have a new appointment scheduling system called Navigate! Sign in below using your CUNY First credentials.

[CLICK HERE!](#)

## 3 LOG ON:

Use your CUNYfirst credentials

Username

Password

Login

## 4 TO SEE AVAILABILITY:

Click on Schedule an Appointment



## 5 Select Academic Advising for type of appointment

\*What type of appointment would you like to schedule?

Academic Advising x

## 6 Select a service

\*Service

Academic Advisement & Planning

## 7 Select a date and then click on "Find Available Time"

Pick a Date ⓘ

Tuesday, April 13th 2021

Find Available Time

## 8 Select a date and time that matches your availability

Wed, Apr 14th

12:15 - 12:45 PM

4:00 - 4:30 PM

## 9 Review your appointment details and confirm your appointment

Schedule

## 10 Your appointment has been saved

  
Appointment Scheduled  
Great job scheduling your appointment!

★ A confirmation email is sent to your CUNYfirst campus email once the appointment is saved.

Suite L.73 NB  
524 West 59th Street  
New York, NY 10019  
646.557.4872/4816

