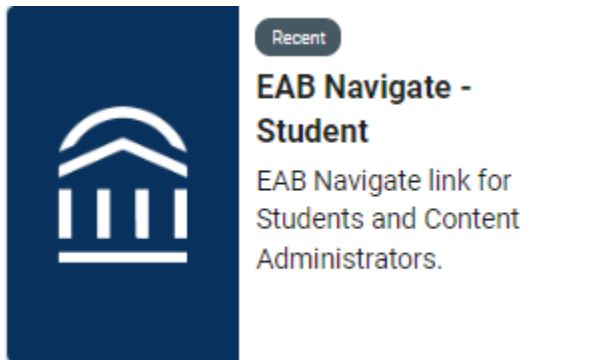


How to View Appointment Summaries in Navigate

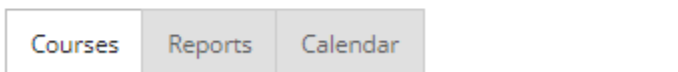
Note: Appointment Summaries are viewable on the Navigate Student desk-top app only.

1. Log into [Single Sign On](#).
2. Scroll to the bottom right and click on the **EAB Navigate Student** Tile.



3. Navigate will drop you into the **Student Home** page

Student Home



4. Click on the **Reports** tab

Student Home



Appointment Summaries For Mel

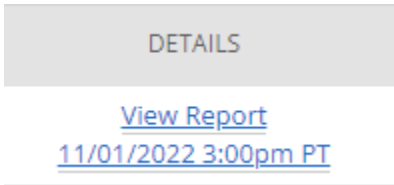
Care Unit:

DATE	REPORT FILED ON	COURSE	FOLLOW-UP	SUMMARY	DETAILS
11/01/2022 3:00pm PT	11/01/2022			Student reports being behin...	View Report 11/01/2022 3:00pm PT
10/13/2022 3:00pm PT	10/13/2022			Mel plans on focusing on th...	View Report 10/13/2022 3:00pm PT
09/28/2022 12:30pm PT	09/28/2022			Discussed the following ite...	View Report 09/28/2022 12:30pm PT
09/02/2022 9:00am PT	09/02/2022			Student missed her 9:00 am ...	View Report 09/02/2022 9:00am PT

5. Find the **Appointment Summary** you want to view

DATE	REPORT FILED ON	COURSE	FOLLOW-UP	SUMMARY	DETAILS
11/01/2022 3:00pm PT	11/01/2022			Student reports being behin...	View Report 11/01/2022 3:00pm PT

6. Click on **View Report**



7. Review **Appointment Summary** details
8. When done **click the X in the top right corner to exit** the Appointment Summary