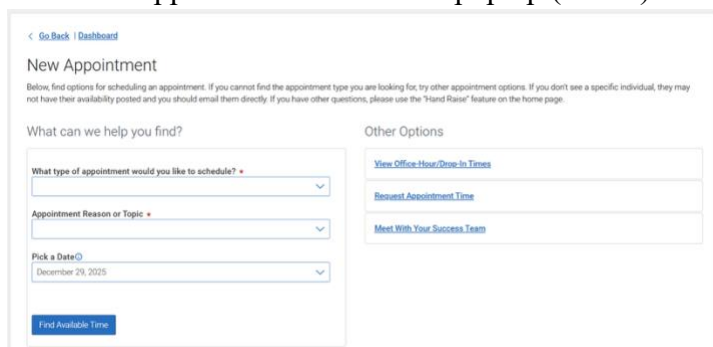



Two Ways to Make *1893, Montana's Own*, and *Return-to-Learn* Appointments Using navMSU

1. Log into your navMSU account from MyMSU or your bookmark.
 - a) On your home page, click on the “Appointments” link (second from the top on the left navigation bar).
 - b) Click on the “Schedule an Appointment” blue box on the top right of the page.
 - c) The New Appointment screen will pop up (below).



- d) In the “What type of appointment...” box, choose “Allen Yarnell Center for Student Success” from the drop-down menu.
 - e) In the “Appointment Reason...” box, search for “Montana’s’ Own and 1893”, “Return-to-Learn-30 min”, or “Return-to-Learn-45 min” from the drop-down menu.
 - f) Pick a date.
 - g) Click on the “Find Available Time” blue box.
 - h) Click on the time you want.
 - i) The “Review Appointment Details and Confirm” page with pop up.
 - j) Confirm the details at the top of the page
 - k) Scroll to the bottom of the page and choose how you want to meet (in-person, phone, virtual) from the drop-down menu.
 - l) You can share meeting notes in the box provided.
 - m) Click the “Schedule” blue box.
 - n) The appointment will now be on your appointments page, and you will receive reminder emails and texts.
2. Go to the [Access & Success Scholars](https://www.montana.edu/aycss/accesssuccess/index.html) home page at <https://www.montana.edu/aycss/accesssuccess/index.html>
 - a) Click on the blue box (below) for the person you want to make an appointment with – this will take you directly to appointment page in navMSU of the person you chose.


 - b) Choose the appointment type you want from the drop-down menu.
 - c) Follow steps F-N above.