Navigate Student Quick Start Guide

Setting Up Your Student App

Welcome to Navigate! Follow these steps to start using the your CLC Navigate app today!

Log In to Navigate: Choose One of Two Ways

1 Download the Navigate Student app from your device's app store.

Available on the App Store *GET IT ON Google Play*

Search for College of Lake County in the dropdown menu. Use your full CLC student email address and your password to log in.

2 Login on a desktop/laptop through your CLC Student Center: **myclc.clcillinois.edu.** Look for Navigate in the Launchpad on the left side of the page.

Use Chrome or Firefox browser for best results.

⚠️ ***Trouble logging in? Email*** *navigate@clcillinois.edu* ***for help resolving your issues!***

Begin by Completing 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 ASA and CLC best assist you. You cannot access core platform features without completing the survey, and CLC will use your responses to gauge student needs and interests. After you've completed the survey, use the following pages in this guide to set up other features.

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 (your ASA and 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!

Appointment Invites

Appointment Invitation for Campus NAV QA TUT Serv 2 Please respond by 01/31/2021	>
Appointment Invitation for Course-based Tutoring Please respond by 02/28/2021	>
Appointment Invitation for Campus NAV QA Serv 2 Please respond by 12/31/2021	>

New Appointment

What can we help you find?

Choose the type of support you need. *

Service *

Pick a Date ⓘ

Monday, January 4th 2021 ⌄

Find Available Time

Other Appointment Options

View Drop-In Times

Request Appointment Time

Meet Your Success Team

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. You can do this by choosing **Edit Contact Information**.

Notification Settings ⓘ

Update Your Contact Information

Add Your Phone Number   Edit

Upcoming To-Dos and Events ⓘ
Text Messages   On ●
Email   ○ Off

Personal Reminders ⓘ
Text Messages   On ●
Email   ○ Off

Academic Planner Messages ⓘ
Text Messages   On ●
Email   ○ Off

Study Buddies ⓘ
Text Messages   On ●
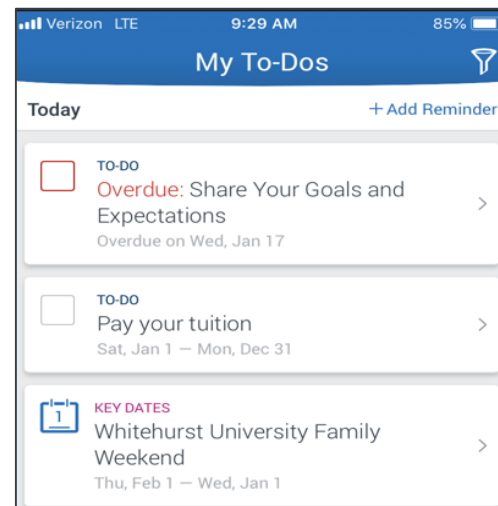Email   ○ Off

Update Settings

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.

Join Study Buddies

Identify classmates who are interested in group study and access their contact information directly in the Navigate 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. Study Buddies uses CLC student email addresses.

Resources

See a list of important CLC services and locations. Use the search bar to find a certain resource. The **People** tab shows a list of your success team. Click the heart icon to favorite a resource. You can find your favorites in **Settings > Favorites**.

View Your Class Schedule

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

Updated 8/21