1. Sign into the Navigate App
   https://www.fau.edu/successnetwork
2. Click **Appointments**
3. If you have a scheduled appointment, click **Check In** otherwise, for Drop-ins, click **Schedule an Appointment**
4. Click **View Drop-in Times**

5. Select the **Type of Appointment**
   a. Select Academic Advising

6. Select the **Services** (reason for the meeting)
   a. Select Stop-in Academic Advising (Phone) – The advisor will call you
7. Select the **Location** for the meeting
   a. Select College of Business (Boca Raton)

8. **Click Check-in with first available**
9. You are now signed in. The staff may text a link for you to connect using their preferred virtual platform (Zoom, Microsoft Teams, etc.), or they may call.