

Step 1: Log into your [TSC account](#) with your DH username and password.

The screenshot shows the CSUDH Authentication Service login page. At the top is the CSUDH logo. Below it is the heading "CSUDH AUTHENTICATION SERVICE" and the text "Login to EAB - Navigate or GradesFirst". There are two input fields: "Username:" and "Password:". Below the password field is a "Login" button. Underneath the login fields is a "Need Help?" section with a paragraph of text and a list of information needed for password resets: Full Name, Campus Username, Student/Employee ID, and Birthdate.

CSUDH

CSUDH AUTHENTICATION SERVICE

Login to EAB - Navigate or GradesFirst

Username:

Password:

Login

Need Help?

If you are experiencing a login issue, I.T. may have to reset your password. We can provide a temporary password over the phone or in person, and then give you instructions to reset that temporary password.

Before we reset your credentials, we need to verify some identification information for security purposes. Please call us at (310) 243-2500, option 1.

- Full Name
- Campus Username
- Student/Employee ID
- Birthdate

Step 2: On the home page, on the top right of your class schedule, click on the box that says, “Schedule Tutoring or Advising Appointment”.

The screenshot shows the NAVIGATE Student Home page. At the top left is the NAVIGATE logo. At the top right is a dropdown menu for "Spring 2020". Below the logo is the heading "Student Home" with a dropdown arrow. There are three tabs: "Class Information", "Reports", and "Calendar". A large yellow arrow points from the "Class Information" tab to a blue button labeled "Schedule an Advising or Tutoring Appointment". Below the tabs is a section titled "Classes This Term" with a table of class information. On the right side of the page are sections for "Quick Links", "Upcoming Appointments", and "Your Success Team".

NAVIGATE

Spring 2020

Student Home

Class Information Reports Calendar

Classes This Term

<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	COM-100-41 (21235)-LEC Media & Society	Nancy Cheever			
<input type="checkbox"/>	COM-250-02 (21258)-DIS Writing For The Media	Ana Delaserna	MW 2:30p-3:45p PST FH A008-A008		
<input type="checkbox"/>	COM-302-01 (21262)-LEC Law Of The Mass Media	Antonio Dodero	R 7:00p-9:45p PST SBS G122-G122		
<input type="checkbox"/>	COM-365-01 (21285)-LEC Intro To Public Relations	Marisol Barrios	MW 1:00p-2:15p PST SBS A216-A216		
<input type="checkbox"/>	GEO-200-01 (21866)-LEC Physical Geography	Shubhechhha Thapa	MW 10:00a-11:15a PST NSM C213-C213		

Schedule an Advising or Tutoring Appointment

Quick Links

Take me to...

[School Information](#)

Upcoming Appointments

You have no upcoming appointments.

Your Success Team

Lara, Tiffany
ETE Advisor

Your Spring 2020 instructors

Cheever, Nancy
COM-100 (41 (21235))

Step 3: On the *Schedule Appointment* page, click the drop-down menu and select “Advising”.

The screenshot shows the NAVIGATE web application interface. At the top left is the NAVIGATE logo. At the top right, there is a dropdown menu set to 'Spring 2020' and a user profile icon. Below the header is a breadcrumb trail: 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. A large text box contains the question 'What type of appointment would you like to schedule?'. Below this question is a dropdown menu with three options: '-- please choose one --', 'Advising', and 'Tutoring'. The 'Advising' option is highlighted in blue.

Step 4: Once you have selected “Advising”, Click on the second drop down menu and select “Online Academic Advising”.

This screenshot shows the same 'Schedule Appointment' page as the previous one, but with the first dropdown menu now set to 'Advising'. Below the first question, there is a second question: 'Please select the the reason for the appointment.' Below this second question is another dropdown menu with three options: '-- please choose one --', '-- please choose one --', and 'Online Academic Advising'. The 'Online Academic Advising' option is highlighted in blue.

Step 5: Select “Online: Encounter to Excellence (ETE)”, then click next. Your ETE advisor has been assigned to you and will receive your booking confirmation.

NAVIGATE Spring 2020

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

With which Advising Location would you like your appointment? NOTE: All services are virtual this time. Details will display when you confirm the appointment.

ONLINE: Encounter to Excellence (ETE)

If no Advisors are listed below, or you don't see your Advisor listed, click Next to view availability or to submit a request for an appointment.

Any Staff

If you don't have a preference, just click Next.

Back Next

Step 6: Select a date and time that suits your availability.

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From May 11 To May 15

Mon, May 11	Tue, May 12	Wed, May 13	Thu, May 14	Fri, May 15
Morning 5 Available	Morning 11 Available	Morning 5 Available	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A

* All times listed are in Pacific Time (US & Canada). refreshed at 11:33am PDT.

Don't see the time you're looking for? Click below to request an appointment.

Request Appointment

If you do not see availability for your course OR if you need to request an accommodation select 'Request Appointment' (see Step 6a).

Step 6a: Request Appointment Form. Write down your request or accommodation. Then click “Next”.

NAVIGATE Spring 2

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Request Appointment Form

I'm Available On...

Location: ONLINE: Encounter to Excellence (ETE)
Service: Online Academic Advising

Please provide at least one specific day and time, along with any special considerations that may apply.

Write your comment here and include your student ID #

Cancel Next ▶

Step 6b: Review your request and select “Send Request” to submit. An ETE team member will follow up with you shortly. Please allow 48 hours for a response.

NAVIGATE Spring 2

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Your request has not been submitted yet. Please review, then click Send Request to complete and return to the home page.

Message Preview

Student:

Service: Online Academic Advising

Course: N/A

Location: ONLINE: Encounter to Excellence (ETE)

Comments and Details: Test: Write your comment here and include your student ID #

◀ Back Send Request

Step 7: If you were successful in finding availability, review your appointment information. Check off your preference for reminder email and/or text.

NOTE: This is NOT your appointment confirmation! You must scroll down to the bottom of the page and select “Confirm Appointment” to confirm your appointment.

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: [redacted] with Tiffany Lara
Why: Online Academic Advising
When: Thursday, May 14 10:30am - 11:15am PDT
Where: ONLINE: Encounter to Excellence (ETE)

Additional Details

Please be on time to online appointment. If technical issues email your assign online host to notify them.
<https://csudh.zoom.us/j/4146498368>

Is there anything specific you would like to discuss with Tiffany ?

Send Me an Email
 Send Me a Text

Comments for your staff...

[← Back](#) [Confirm Appointment](#)

If you would like to discuss specific academic topics with your advisor add in the comment box.

Step 8: Check your Toro-mail you will receive an E-mail confirmation of your appointment with the information above.

Prior to your appointment: Review the e-mail for additional details from your advisor. This will help you prepare for your academic advising appointment. The URL link for the Online Zoom meeting will be provided in your confirmation e-mail. You will click on that link on the day and time of your appointment.