

EAB Navigate360 Student Quick Start Guide

Guidance for Setting Up Your App to Serve Your Needs and Preferences

Follow these steps to start using the Navigate360 app today!

Log In to Navigate Two Ways

- 1 Download the Navigate360 Student app from your device's app store:



Search for "CUNY - City College of New York" in the dropdown menu.
Use your CUNYfirst login credentials to log in. (ex. john.doe45@login.cuny.edu)

- 2 Access Navigate on the web here: <https://ccny-cuny.navigate.eab.com/app/#/authentication/remote/>

Use Chrome or Firefox browser for best results. Use your CUNYFirst credentials to log in.



Trouble logging in? Email navigatehelp@ccny.cuny.edu for help resolving your issues!

Complete 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 create tailored app content. You cannot access core platform features without completing the survey. 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 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 (ex., assigned advisors, instructors, etc.) may also request you meet with them. If this happens, you will 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 **Account** button on your app or on the desktop site.
- 2 Select **Notification Settings**. Scroll to find content categories like *To-Dos and Events* or *Study Buddies*.
Select your preferred method of notification.
- 3 **Note:** You can select as many notification methods as desired, but you will 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 Navigate360. You can do this by clicking **Edit** next to "Add Your Phone Number" on a desktop or by tapping "Phone Number" in the app.

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



Checklist

See important tasks, key dates, and deadlines on the Checklist page.

Checklist

Below you'll see Checklist items for you to review and complete. Some of these items may come from your school or a staff member. Items with a Due Date will be at the top of the list, sorted by newest first, followed by flagged items, and then items without a due date, which may include items from your school or ones you added yourself.

Category Status Sort By

Select a category filter Select a status filter Select a sort method

- [College Closed](#)
To-Do | Date: 02/12/2024 to 02/12/2025

- [Deadline to Declare or Change Your Major/Minor to be Effective in Spring 2025](#)
To-Do | Date: 02/14/2025 to 02/14/2025

- [Last day to drop a class without the grade of "W"](#)
To-Do | Date: 02/14/2025 to 02/14/2025

- [College Closed](#)
To-Do | Date: 02/17/2024 to 02/17/2025

- [Classes follow a Monday schedule](#)
To-Do | Date: 02/18/2025 to 02/18/2025

- [Set yourself apart from the pack. Participate in an internship.](#)
Tip | Date: 02/19/2025 to 02/20/2025

- [Classes follow a Wednesday schedule](#)
To-Do | Date: 03/06/2025 to 03/06/2025



Hold Center

See a list of your current holds in the Hold Center. Get more information about how to resolve them by reviewing the details.

Note: Navigate360 takes up to 24 hours to reflect any changes if your Hold has been resolved.

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Hold Details

* Action required! Some holds need to be resolved to avoid potential problems, like being unable to register.

Registrar's Office Hold

What's this?
This is the registrar's hold

How to resolve this hold:

General

Call us at
518.337.4326

Web
EagleCentral.whitehurst.edu

Go To
Lincoln Memorial

Mail us at
registrar@whitehurst.edu



Join Study Buddies

Identify classmates who are interested in group study and access their contact information directly in the 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.



Hand Raise

Let your campus know that you are looking for more information or need additional assistance by "raising your hand". This can be accessed either by clicking the "+" or "?" sign on the top right of your screen or by clicking the Hand Raise icon.



My Docs

Here you can view a list of **Hand Raise** submissions you have made and **Notes** that have been shared with you by your Success Team.



Resources

See a list of key campus services, locations, and assigned staff.

The **People** tab shows a list of your assigned staff (ex. advisors and instructors), including their email addresses and appointment availability.

The **Places** tab provides GPS coordinates, building names, room numbers, contact information (phone/email), website links, and a brief description of each service, office, or department.

Click the heart icon on the top right of your screen to favorite a resource, then access your favorites anytime through the **Favorites** icon.



Forage

Explore free virtual job simulations on Forage to experience a day in the life at top companies. Develop real-world skills and increase your chances of landing a job.



View Your Class Schedule

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



Notifications

See messages from staff and faculty. Opt-in to email notifications to receive a copy of your messages. Messages older than 90 days are cleared from Navigate360.