



## EAB Navigate360 Quick Start Guide

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

Follow these steps to start using the Navigate app today!

### Log In to Navigate Student Two Ways

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



Search for your institution's name in the dropdown menu. Use your institution's login credentials to log in.

- 2 Access your institution's site online: <https://ucflorida.navigate.eab.com>

Use Chrome or Firefox browser for best results. Use your institution's login credentials to log in.



***Trouble logging in? Email [myknightstar@ucf.edu](mailto:myknightstar@ucf.edu) for help resolving your issues!***

*The app is available to **actively enrolled undergraduate students only***

### Student App Setup

Use the following pages in this guide to learn about the current and future app features.

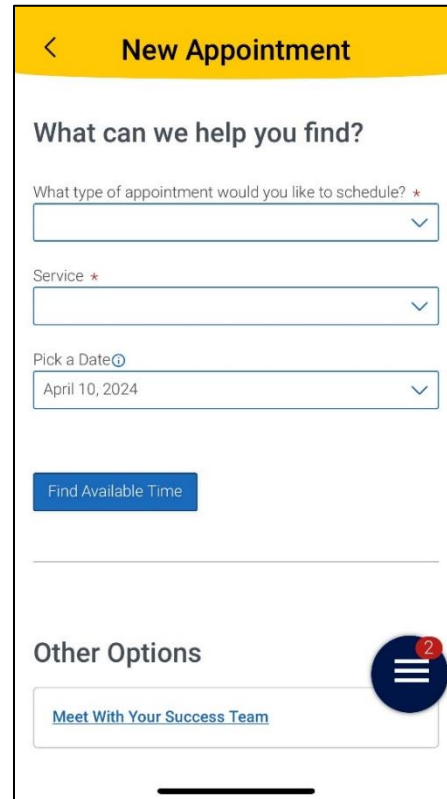


## Appointments

To schedule appointments, click the purple **Appointments** icon on the left navigation menu and answer questions about your preferred service, date, time, and location.

### Appointment Invitations

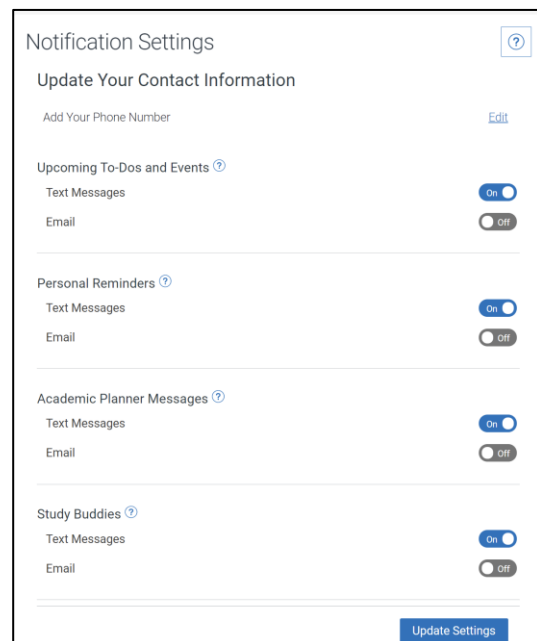
Your Success Team (e.g., your academic success coach) may also request you meet with them. When this happens, you receive an appointment invitation where you only need to choose a time that works for you!



## Notifications

Set up your notification settings for the active features in the app.

- 1 Choose the **Account** 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 To-Dos*, and *Study Buddies*
- 3 Select your preferred method of notification (Email, Text, Push). **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** next to *Add Your Phone Number*.





### Hold Center

See a list of your current holds in the Hold Center. Get more information about how to resolve them by reviewing the [hold details](#) in myUCF.

**Note:** Navigate360 takes up to 24 hours to reflect any changes to your hold status in myUCF.

**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



### Class Schedule

See your course schedule in list view with details on section number, meeting time, and location. Switch to schedule view to see a visual representation of your schedule.

**Courses: Spring 2024**

List View | Schedule View

- CCJ 3667**  
Victims and the CJ System  
CRN 0W61 CRN:18230
- CCJ 4054**  
Capstone: Criminal Justice Ethics  
CRN 0W63 CRN:18892
- CCJ 4746**  
Data Analysis for Criminal Justice  
CRN 0002 CRN:18215  
CLASSROOM BUILDING I 0219  
Mon | Wed 9:00 AM - 10:15 AM
- POS 4284**  
Judicial Process and Politics  
CRN 0001 CRN:12328  
NICHOLSON SCHOOL OF COMM. & ME 011  
Mon | Wed | Fri 10:30 AM - 11:20 AM

Add All Courses to Calendar



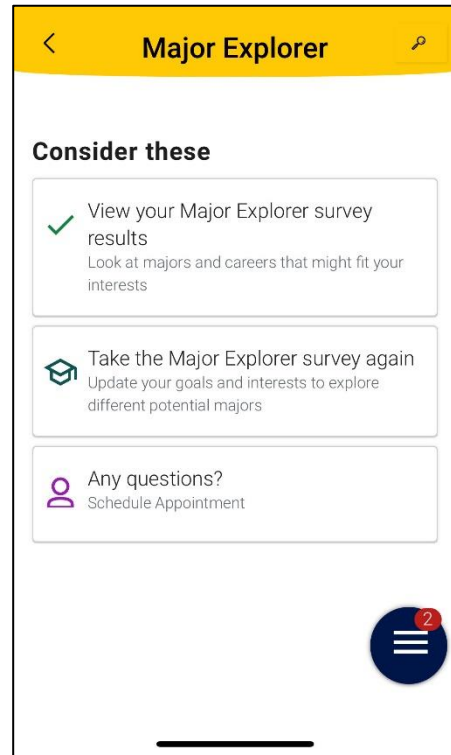
### Notifications

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 Navigate.



### Major Explorer

Search for academic programs offered at UCF or take the Major Explorer quiz to learn about programs and careers that might be a good fit for you.



### Hand Raise

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



### UCF Mobile App

UCF Mobile App is the official Knights mobile app at UCF and companion to myKnight STAR. The app features help you to stay connected, be informed, and find your way at UCF!



### myUCF

Use myUCF to register for classes, access your grades, view your financial aid, update your personal information, and more.



### Webcourses@UCF

Quickly access all your classes, communicate with your classmates and professors, complete assignments, and more through UCF’s Learning Management System (LMS)



### UCF Academic Calendar

View the important academic dates for each semester, like class start and end dates, registration dates, campus holidays, and more.



### Favorites

View previously favorited resources and majors.



### Help

View help information about hand raise, academic success coaching, and technical topics.

## Future App Features

Check out additional features launching in Summer or Fall 2024



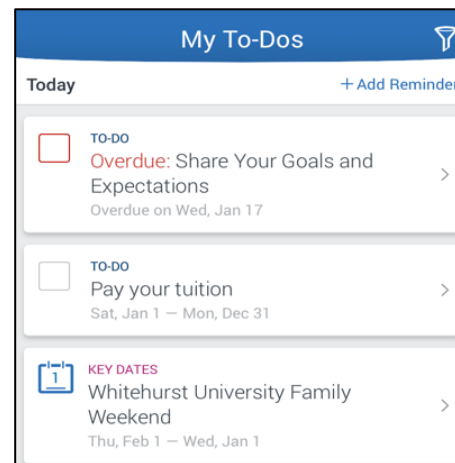
### To-Dos

#### Staff To-Dos

See important tasks from your Success Team (e.g., your academic success coach) and check them off as you complete them. Regularly check to-dos to stay on track.

#### Personal To-Dos

Add your own personal reminders and as you finish them, mark them complete.



### Study Buddies

Mark yourself as interested in group study for one or more of your enrolled courses and find other students that are also interested in group study. Follow these steps to use Study Buddies.

- 1 On the app home page, click on the Study Buddies icon.
- 2 From the list of enrolled courses, click "Join" for the courses you would like help in. *Other students will be able to see your email and can contact you.*
- 3 If other students have opted into Study Buddies, select the names of the students you wish to contact.
- 4 Click the "Email Selected" button to send a message to the selected student(s). *Your default email client will open to send the message.*

Notification settings can be modified to receive notifications when other students opt-in. Leave a group by selecting the course in the enrolled courses lists. Then click the "Leave Group" button.



### My Docs

See Appointment Summaries and/or Notes that have been shared with you by your Success Team. You can see reports that were created after your school enabled this feature that you have permission to see. Reports are hidden 180 days after they are created.

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### Resources

See a list of important services and locations on campus. The **People** tab shows a list of your assigned staff, e.g., academic success coaches and instructors. Click the heart icon to favorite a resource. You can find your favorites in **Settings > Favorites**.

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### Academic Planner

The Academic Planner is a course planning and scheduling tool. Use degree program templates to develop your personalized degree plan. Then use that plan each semester to create and register for your class schedule.