



## 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 Navigate360 Student Two Ways

- 1 Download the **Navigate360 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.

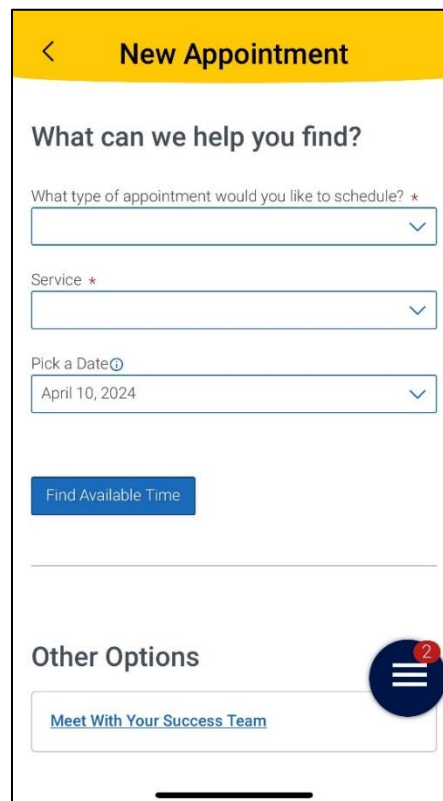


## Appointments

To schedule appointments, click the purple **Appointments** icon 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!



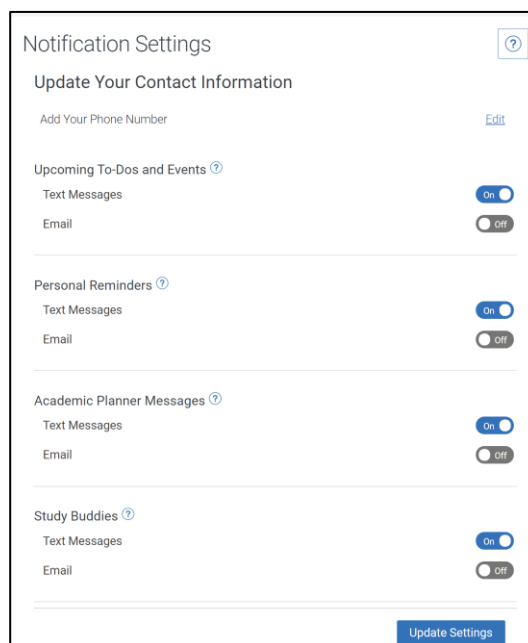
## Notifications

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

- 1 Access your **Account** menu from your **Profile** menu.
- 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 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.

The screenshot shows the 'Hold Details' page for a 'Registrar's Office Hold'. It includes a warning message: '\* Action required! Some holds need to be resolved to avoid potential problems, like being unable to register.' Below this, it explains 'What's this?' as 'This is the registrar's hold' and provides 'How to resolve this hold:' with a 'General' section. Contact information is listed: 'Call us at 518.337.4326', 'Web: EagleCentral.whitehurst.edu', 'Go To: Lincoln Memorial', and '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.*

The screenshot shows the 'Courses: Spring 2024' page with 'List View' selected. It displays a list of courses: '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 O219, Mon | Wed 9:00 AM - 10:15 AM), and 'POS 4284 Judicial Process and Politics' (CRN 0001 CRN:12328, Nicholson School of Comm. & ME O11, Mon | Wed | Fri 10:30 AM - 11:20 AM). A red notification bubble with the number '2' is next to the last course. At the bottom, there is a button 'Add All Courses to Calendar'.



## Hand Raise

Let us know that you are looking for more information or need additional assistance by using "Hand Raise". Access Hand Raise by either by clicking the "+" sign on the top right of your screen or by clicking the Hand Raise icon on your home page.

Check out the [Hand Raise guide](#) for information and assistance options.



## 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.

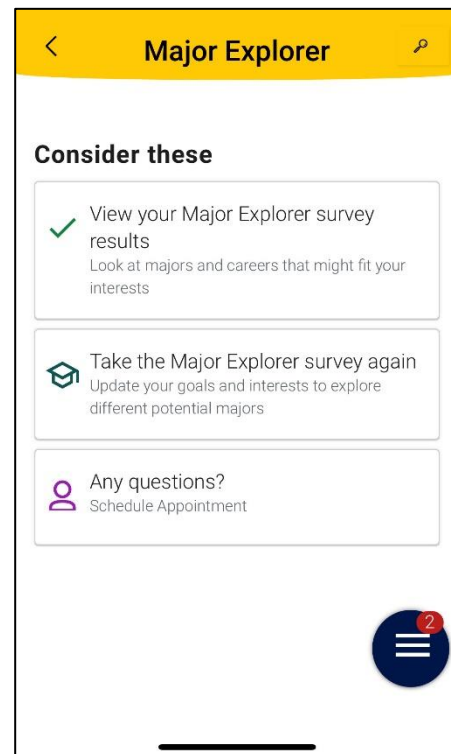
- 1 On the app home page, click on the **Study Buddies** icon.
- 2 From the list of enrolled courses, click "Join" for the courses you would like help in.  
*Other students will be able to see your email and can contact you.*
- 3 If other students have opted into Study Buddies, select the names of the 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.



## 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.



## Forage

Enhance your career readiness with Forage through free, virtual job simulations from leading companies. Participate in job simulations for innovative skill-building experiences to help you gain a hiring advantage and prepare for future careers.



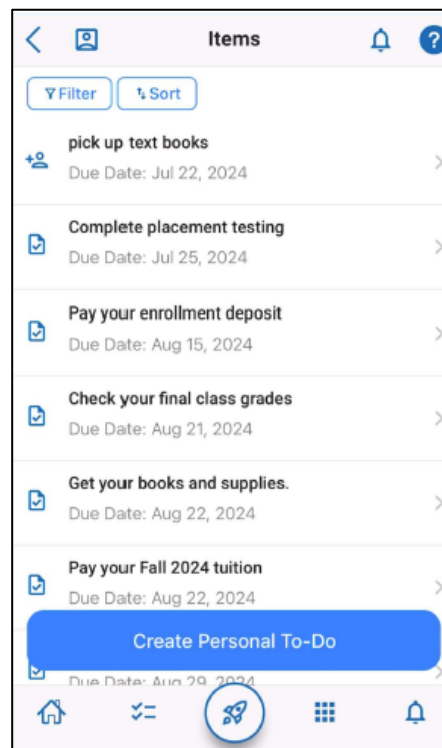
### Checklist

#### 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.



### UCF Mobile

UCF Mobile 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.



### 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.



### Favorites

View previously favorited resources and majors.

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### Help

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

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## Future App Features

Check out additional features launching in Spring 2025

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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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