

SDSU NAVIGATE

Finding your Student Success Team

WHAT IS SDSU NAVIGATE?

SDSU Navigate is an online tool designed to help you "navigate" your way through college from the first semester through graduation. Use SDSU Navigate to schedule appointments with your advisors and other members of your student success team, as well as connect to programs across campus. You may also hear this system referred to as "EAB." Learn more about SDSU Navigate: studentsuccess.sdsu.edu/navigate-sdsu

HOW DO I FIND SDSU NAVIGATE?

You can click on the "SDSU Navigate" tile in [my.SDSU.edu](https://my.sdsu.edu), or go to sdsu.campus.eab.com.

WHAT CAN I DO IN SDSU NAVIGATE?

- Schedule advising and other types of support appointments.
- Find drop-in availability for same-day or unscheduled support.
- Review advising reports, notes and other information provided by your advisors.
- Request support from Assistant Deans and administration.
- Connect with key campus services (e.g. advising, financial aid, career services, health services, tutoring).

SDSU NAVIGATE TERMINOLOGY

CARE UNIT: Broad categories of support.

SDSU offers three Care Units:

1. Academic Advising
2. Student Life & Services
3. Tutoring & Academic Support

A Care Unit offers a specific set of "Services" across a specific set of "Locations."

LOCATION: Specific program or service area (e.g. major, College Success Center, EOP) on campus for which an advisor sees students. "Locations" in SDSU Navigate do not necessarily indicate a physical location

SERVICE: Topic or type of student interaction a faculty/staff member has during an appointment or check-in (e.g. Minor Advising, Major Advising, Study Abroad Advising, etc.).

KEY ITEMS ON YOUR PROFILE HOME SCREEN



CONVERSATIONS: Emails sent to you through SDSU Navigate are found in this section, marked by an envelope icon on the left hand navigation menu. All email communication via SDSU Navigate should also arrive in your SDSU email account.

TAB MENU: Click the tab options to see different views/information:

Courses Reports Calendar

"Courses" - currently enrolled courses and instructors

"Reports" - notes & appointment summaries from advisor interactions

"Calendar" - current courses in calendar view

QUICK LINKS: On the right hand side of the profile, click the "Learn @ SDSU Advising" quick link. You will see a clickable list of valuable resources and how-to guides for SDSU Navigate and advising at SDSU.

Learn @ SDSU Advising

[1 - SDSU Student Success Hub](#)

[2 - Undergraduate Advisor Directory](#)

[3 - Schedule/Connect with Advisors @ SDSU](#)

[4 - Student "Care Unit" & "Services" Glossary](#)

[5 - Undergraduate Advising @ SDSU Overview](#)

[SDSU Contact Information](#)

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1

Click the "SDSU Navigate" tile in your [my.SDSU.edu](https://my.sdsu.edu) home page - OR- go to sdsu.campus.eab.com -OR- use this QR code! Log in to SDSU Navigate using your SDSUID.



2

If you see this yellow box, it means your advisor wants you to make an appointment with them. Click the "Schedule This Appointment" button and go to step 6.

Please respond to the following appointment request(s):

- Your advisor would like you to create an appointment | [Schedule This Appointment](#)

If there is no yellow box, to make an appointment with your advisor, click this blue button and continue to step 3.

[Make Appointments | Find Drop-Ins](#)

3

The blue button will take you to this page:

The screenshot shows the 'New Appointment' page with two main sections: 'What can we help you find?' and 'Other Options'. The 'What can we help you find?' section has dropdown menus for 'What type of appointment would you like to schedule?' (set to 'ACADEMIC ADVISING') and 'Service' (set to '**COORDINATED CARE ADVISING'). A date picker is set to 'March 6, 2023'. The 'Other Options' section has three links: 'View Drop-In Times', 'Request Appointment Time', and 'Meet With Your Success Team'. A red dashed box highlights the 'View Drop-In Times' link with the text 'Can't find an appointment? Try Drop-Ins! View Drop-In Times'. A pink callout box points to the 'Meet With Your Success Team' link with the text 'Recommended: Click "Meet With Your Success Team"'. A 'Show More' link is also visible.

4

Click on the name of the person with whom you want to meet.

1st/2nd Year Students:
Meet with your Coordinated Care Advisor

Transfers & Years 3+: Meet with your Major Advisor

The screenshot shows the 'My Team' page with three advisor options: 'Ashley Tayllor, Assistant Dean' (AT), 'Erik Kemper, Coordinated Care Advisor' (EK), and 'Jane Advisor, Major Advisor' (JA). Red arrows point from the callout boxes to the EK and JA options.

5

Choose type of appointment + Service

The screenshot shows the appointment selection form with 'ACADEMIC ADVISING' selected for the appointment type and '**COORDINATED CARE ADVISING' selected for the service. The date is set to 'March 6, 2023'.

You and your advisor will both receive confirmation emails for your chosen appointment date and time.

6

Select a specific date and time.

The screenshot shows the appointment time selection interface for 'Jane Advisor, *General Advisor and Retention Specialist'. It displays two dates: 'Mon, Feb 27th' and 'Thu, Mar 2nd'. For each date, there are four time slots: '1:00 - 1:30 PM', '1:30 - 2:00 PM', '3:00 - 3:30 PM', and '3:30 - 4:00 PM' for Feb 27th; and '9:00 - 9:30 AM', '9:30 - 10:00 AM', '10:00 - 10:30 AM', and '10:30 - 11:00 AM' for Mar 2nd. A red arrow points to the '3:30 - 4:00 PM' slot on Feb 27th.

Click "Find Available Time."

[Find Available Time](#)