How to register for an Academic Planning Workshop

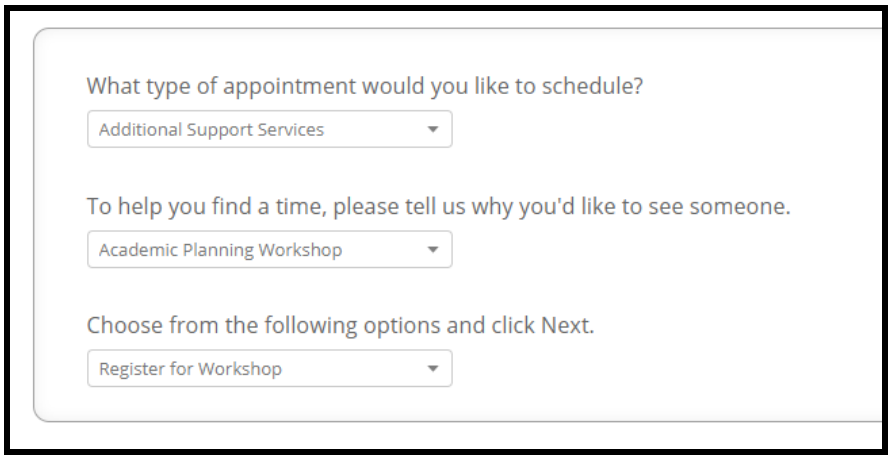
A. **Login to Navigate** by visiting vt.campus.eab.com and sign-in with your VT credentials. Once on the homepage, click on *Schedule an Appointment*.

B. From here you will select the following:

a. What type of appointment would you like to schedule?
   i. *Additional Support Services*

b. To help you find a time, please tell us why you'd like to see someone.
   i. *Academic Planning Workshop*

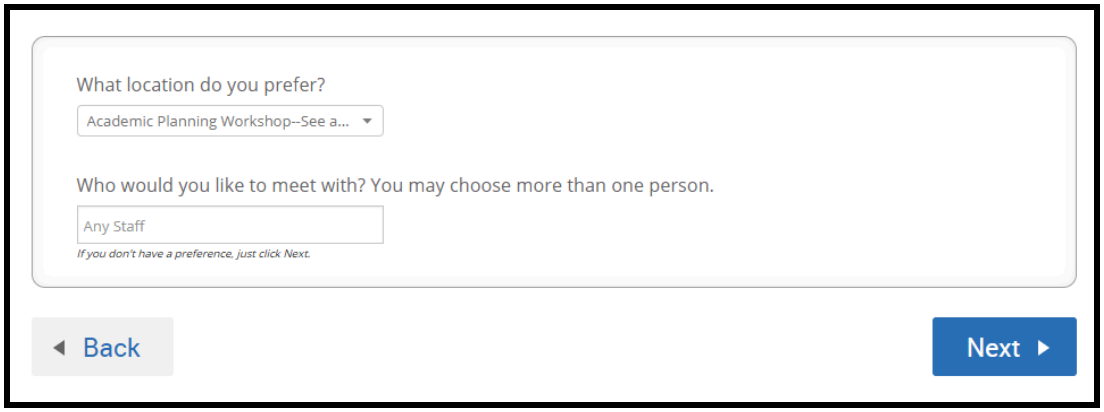
c. Choose from the following options and click Next.
   i. *Register for Workshop*

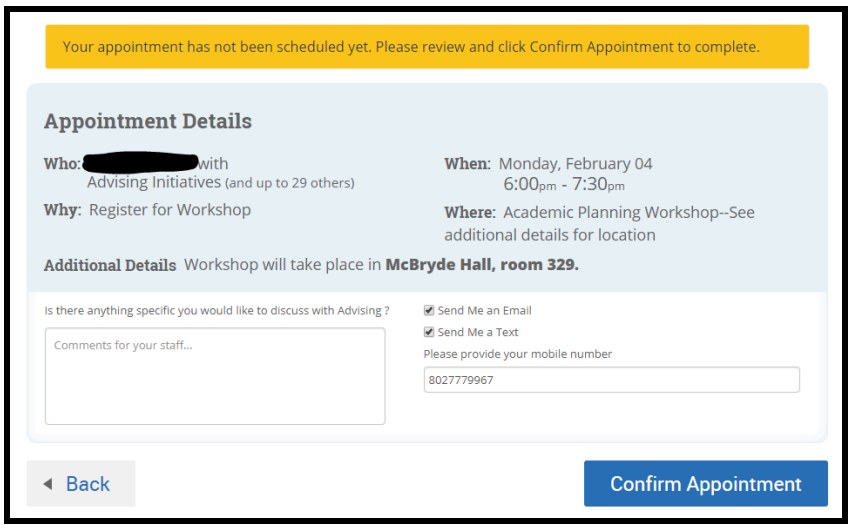


C. **Then complete the following menu options:**

a. What location do you prefer:
   i. *Academic Planning Workshop - see additional details for specific location*

b. Who would you like to meet with? You may choose more than one person.
   i. *You can either leave this blank, or select Academic Initiatives.*



D. Click the Next button, it will then take you through the dates and when a time is available that does not conflict with your classes. You register by clicking on the blue button, click on the time. This will indicate it is a group meeting (up to 30 people).

Click Next. This will bring up the details of the appointment which indicates the specific location of the workshop. CLICK CONFIRM APPOINTMENT TO REGISTER.