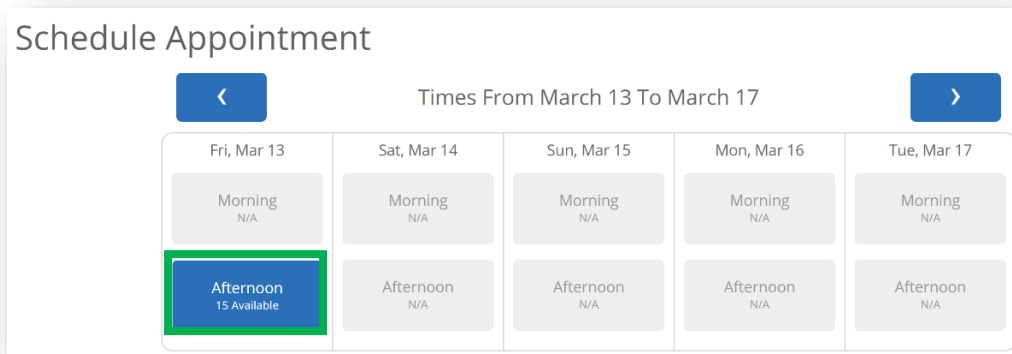
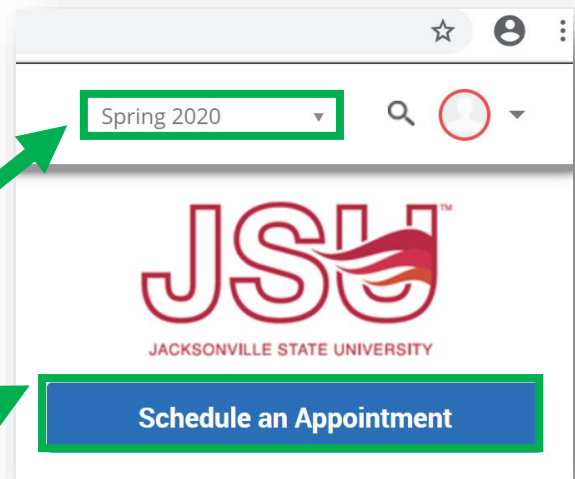


Schedule a Writing Center Online Appointment

Below is a guide for scheduling online appointments with the Writing Center in JSU Navigate.

1. **Log in to your MyJSU** account and locate the “Student Links” section of your home page.
2. **Select the “JSU Navigate” link.** This will sign you into your JSU Navigate profile.
1. From your Student Home screen, **CHANGE THE TERM.** Click on the drop-down menu located on the top right of the screen next to the magnifying glass. **Select the current term (Spring 2020).**
3. **Click on the “Schedule an Appointment”** blue button located directly below the JSU logo.
4. What type of appointment would you like to schedule? **Use the drop-down menu to click on Writing Center.** Another drop-down menu which will allow you to select a service: **click on Online Student – Writing Consultation.** Click “Next.”
5. **Choose a location (Writing Center (Stone Center, Rm 230)) and a staff member, then click “Next.”** If you have no staff preference, you may just click “Next.”
6. **Select the day and time** you would like schedule your appointment (available times will be highlighted in blue). **Click “Next.”**



7. **Review your appointment.** You have the option to have email and text reminders sent to yourself. Once you are finished reviewing, **click on “Confirm Appointment.”**