G Brint Ryan College of Business

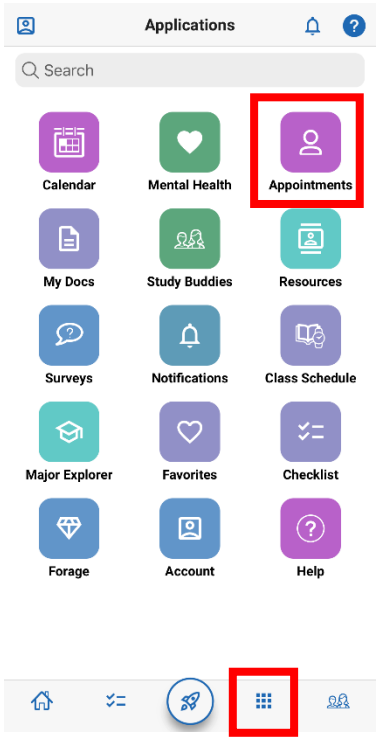
Drop-In Advising

1.) **Go to NAVIGATE.UNT.EDU. Follow the instructions to download the mobile app or visit the desktop version here: https://unt.navigate.eab.com/**

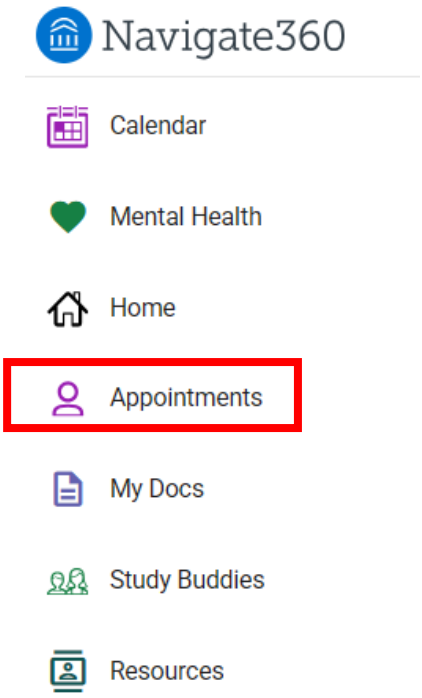
2.) **Login with your UNT EUID and password, if prompted.**

3.) **Select the APPOINTMENTS icon on the mobile app or the APPOINTMENTS option on the left-hand menu from the desktop version**

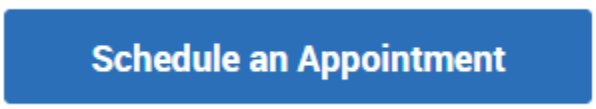
Mobile App



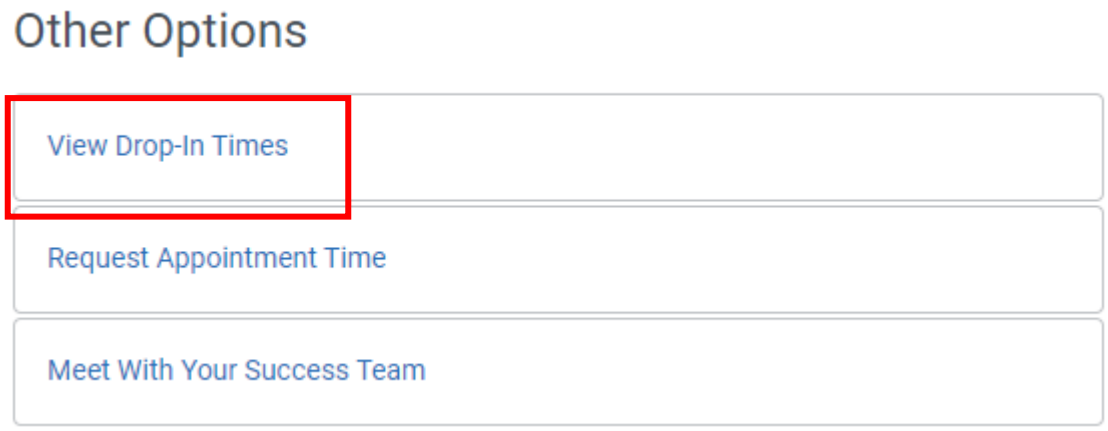
Desktop Version



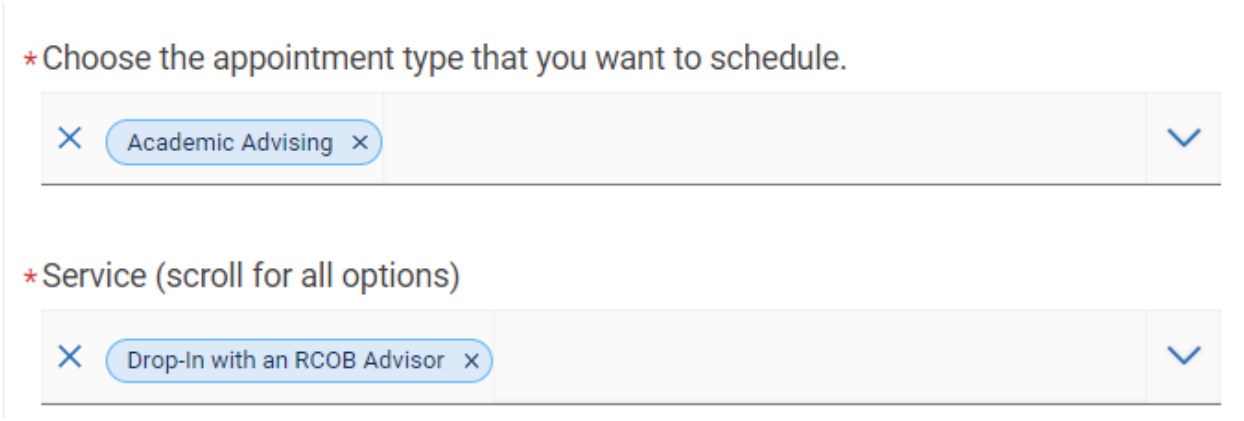
4.) **SELECT THE SCHEDULE AN APPOINTMENT BUTTON**



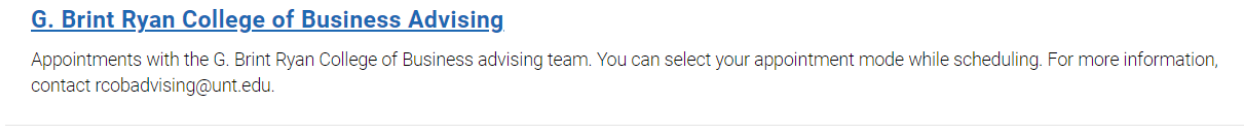
5.) **Select VIEW DROP-IN TIMES**
   a. **MOBILE APP: Scroll down to find it under OTHER OPTIONS**
   b. **DESKTOP: Will appear on the top right of the page under OTHER OPTIONS**



6.) **Select ACADEMIC ADVISING for the appointment type and DROP-IN WITH AN RCOB ADVISOR for the service and then select FIND AVAILABLE TIME.**



7.) **Select the option of G. Brint Ryan College of Business Advising**



8.) Review the information to determine when the RCOB advisors are hosting drop-ins. If drop-ins are active, you can use the CHECK-IN button to add yourself to the queue.

If you have any problems checking in for a drop-in, contact rcobadvising@unt.edu.