How to schedule an appointment through Navigate

1. Go to www.untdallas.edu

2. Click the button on the top right that says myUNTD

3. Log in with your EUID and password
4. Once logged in, go to the bottom that says “RESOURCES”

5. From there click on the button that says GradesFirst, it will re-direct you to Navigate
6. Log in with your EUID and password once again

7. From there click on the blue button on the right side that says, “Get Assistance”
8. Next select what type of appointment you would like and the reason type for the appointment and click next.

9. Then select the appointment type, and staff if allowed. Then click next.
10. Then select preferred date and time. Then click next

11. Provide any details for the appointment and then click confirm