Scheduling an In-Person or Remote Appointment with the One Stop via Navigate

SCHEDULING AN APPOINTMENT

Step 1

- Log into Navigate via your myCharger or the convenient phone application.
  https://mycharger.newhaven.edu/web/mycharger/navigate

Step 2

- ***Choose Schedule an appointment.***

Step 3

- Question 1 – What type of appointment would you like to schedule*?*
  - ***Choose: Financial and Registrar Services***

Step 4

- Question 2 - Service
  - ***Choose: Bursar, Financial Aid or Registrar Office***

Step 5

- Pick a Date or Find Available Time
  - The available appointments will populate for the date chosen. If there appears to be no availability, please try clicking on one of the two delivery locations Bergami Hall (in-person) or Remote/Zoom; any open appointment times should populate. If there are no remaining appointments for that date, please right arrow to the next business day or select a new date from the calendar menu.

Step 6

- Add any additional comments in the comment/text box and click ***SCHEDULE***
  - An appointment confirmation will be sent to your Outlook account and will also be housed in the Navigate application. You can cancel via Navigate by clicking into the appointment confirmation and selecting cancel.