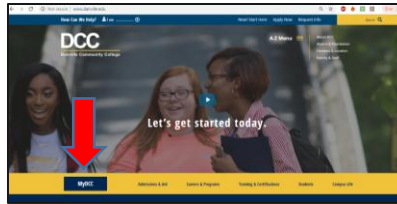




# Schedule a Math Lab Appointment using Navigate

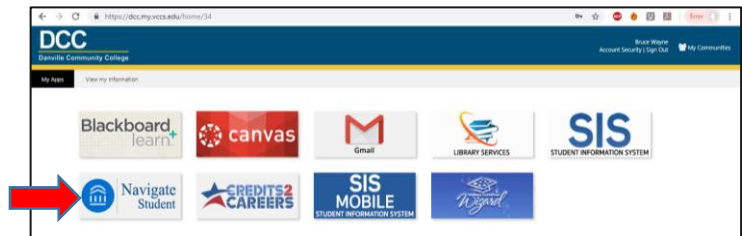
## Step 1: Log into your MyDCC Account

- If you are unable to log into your myDCC account, then please call 434-797-8500 or send an email to passwordreset@danville.edu for assistance.



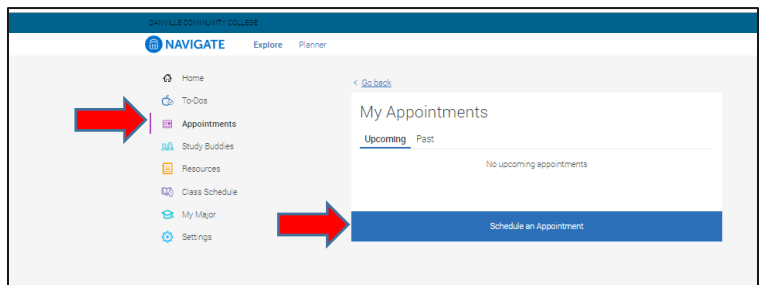
## Step 2: Click the Navigate Student Icon

- Select the Navigate Student icon located in the MyDCC Homepage.
- Notice all the other tools available to you via the MyDCC Homepage (canvas, Gmail, SIS, etc.).



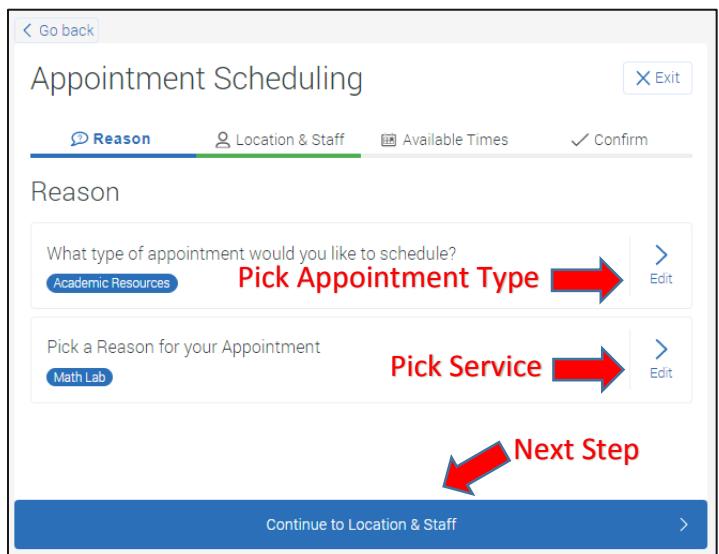
## Step 3: Click Appointments and Schedule an Appointment button

- Select the Appointments tab from the list on the left side of the screen.
  - Upcoming and Past Appointments are shown for your reference.
- Click the Schedule an Appointment button to make a new appointment.



## Step 4: Select the Reason

- The Type will be Academic Resources.
  - Notice that other types of appointments can also be made using Navigate.
- The Reason will be Math Lab.



## Step 5: Select the Location and Staff

- The Location options will be as follows:
  - Main Campus (Danville)
  - Other-Off Campus (Virtual)
- The Staff options will be members of our Math Lab staff.
- If you are having trouble making an appointment, contact the DCC Math Lab directly.
  - Email: [mathlab@danville.edu](mailto:mathlab@danville.edu)
  - Phone: 434-797-8554

## Step 6: Select an Available Time

- Pick a day and time that fits your needs.
- Click the Next Week button to move to the next week.
- If you are having trouble finding a time that meets your needs, contact the DCC Math Lab directly.
  - Email: [mathlab@danville.edu](mailto:mathlab@danville.edu)
  - Phone: 434-797-8554

## Step 7: Confirm the Appointment

- Read the additional details to learn specifics about the appointment.
  - Currently, our meetings will be conducted using Zoom or over the phone due to COVID-19.
- Tell the DCC Math Lab what type of help you are seeking.
  - Let us know what you are struggling with in advance so that we can best help you.
- Select how you would like to receive your appointment reminder.
- Click the Confirm Appointment button.
  - You will get a confirmation receipt immediately.
  - You will also receive a reminder prior to the appointment.
- Upcoming and past appointments can be viewed as mentioned in step 3.