How to Schedule Appointments in Navigate

1. **Login to:** [my.ppcc.edu](http://my.ppcc.edu)
   - **First Time Login:** Username is your student ID number, including the capital S. Password is your birth date: MMDDYY
   - **Returning Login:** Password you created. Forgot your password? Follow prompts to create a new password.

2. **Click on “Navigate”**

3. **Click on “Appointments”** and then select the service that best describes what you would like to meet with an advisor about.

   *When scheduling appointments online, you can only schedule an appointment with your assigned advisor. If the available appointments of your assigned advisor do not work with your schedule, you can always schedule an appointment with another advisor by phone or in person within the Advising & Testing office. Phone: (719)-502-3232*

4. Continue to follow the prompts until your appointment is confirmed. You should receive an email confirmation of your appointment through your student email account. Your student email account is also located on the “Dashboard” in the Student Portal.

**Location/Room#:**
- Centennial Campus = A-121
- Rampart Range Campus = S-102
- Downtown Studio Campus = S-101

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