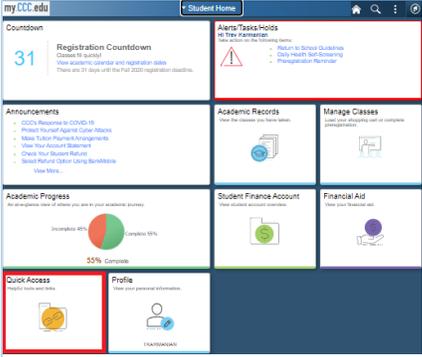
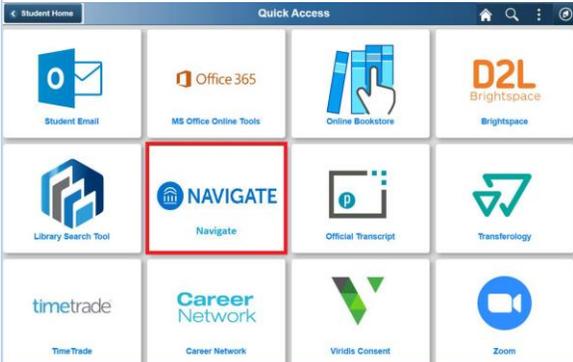
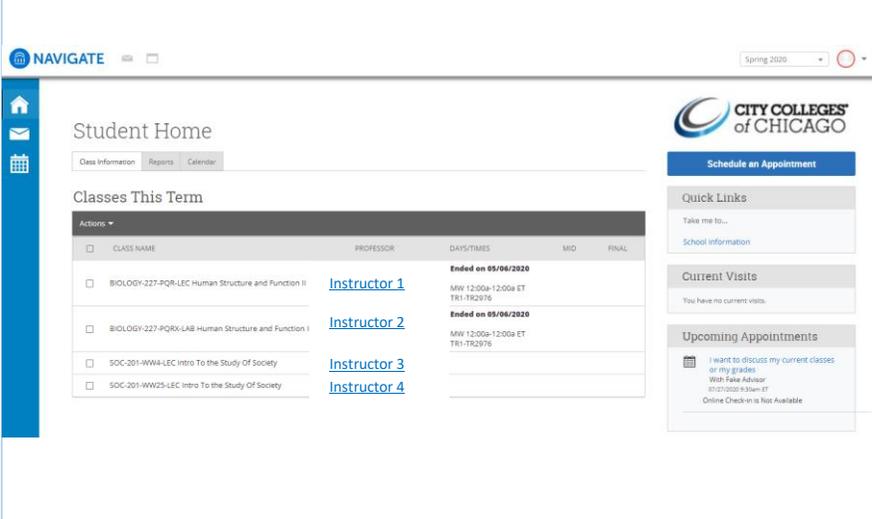
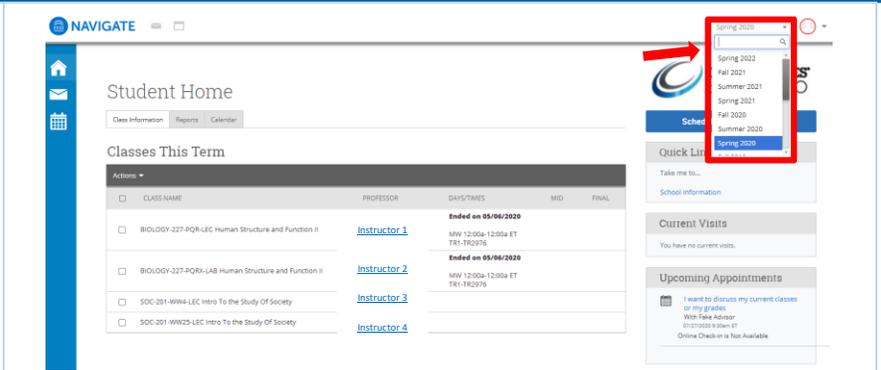


This guide provides a general overview of your experience in Navigate.

<p>1 To access Navigate, go to <a href="http://my.ccc.edu">my.ccc.edu</a> and click "LOGIN."</p> <p>Enter your <b>CCC username and password.</b></p>	 <p>The screenshot shows the my.ccc.edu website. On the left, a banner features a student with the text "WELCOME City Colleges Student" and "Looking for your tuition payment deadline?". On the right, there is a "my.ccc.edu" header with a "LOGIN" button highlighted by a red box. Below the header are links for "Search Classes", "Class Search Guide", "Need Help Logging In?", and "Want to Learn More?".</p>																									
<p>2 Click the 'Quick Access' tile.</p>	 <p>The screenshot shows the "Student Home" dashboard. A "Quick Access" tile is highlighted with a red box. Other tiles include "Registration Countdown", "Alerts/Tasks/Holds", "Announcements", "Academic Records", "Manage Classes", "Academic Progress", "Student Finance Account", "Financial Aid", and "Profile".</p>																									
<p>3 Click the 'Navigate' tile.</p>	 <p>The screenshot shows a "Quick Access" grid of application tiles. The "NAVIGATE" tile is highlighted with a red box. Other tiles include "Student Email", "Office 365", "Online Bookstore", "D2L Brightspace", "Library Search Tool", "Official Transcript", "Transferology", "TimeTrade", "Career Network", "Viridis Consent", and "Zoom".</p>																									
<p>4 From the homepage, you can:</p> <ul style="list-style-type: none"> <li>View your class schedule and grades</li> <li>View upcoming appointments</li> <li>See any upcoming visits</li> <li>Be notified of any messages/access inbox</li> <li>Schedule an appointment with an advisor or tutor</li> <li>Message an instructor</li> <li>Access your calendar</li> <li>View your Success Team</li> </ul>	 <p>The screenshot shows the "NAVIGATE" Student Home interface. It includes a navigation sidebar, a "Student Home" header, and a "Classes This Term" table. The table lists classes with columns for Class Name, Professor, Days/Times, Mid, and Final. Below the table are "Quick Links", "Current Visits", and "Upcoming Appointments" sections.</p> <table border="1" data-bbox="737 1633 1312 1797"> <thead> <tr> <th>CLASS NAME</th> <th>PROFESSOR</th> <th>DAYS/TIMES</th> <th>MID</th> <th>FINAL</th> </tr> </thead> <tbody> <tr> <td>BIOLOGY-227-PQR-LEC Human Structure and Function II</td> <td><a href="#">Instructor 1</a></td> <td>MTW 12:00p-12:00p ET TR1-TR2076</td> <td></td> <td>Ended on 05/06/2020</td> </tr> <tr> <td>BIOLOGY-227-PQRX-LAB Human Structure and Function I</td> <td><a href="#">Instructor 2</a></td> <td>MTW 12:00p-12:00p ET TR1-TR2076</td> <td></td> <td>Ended on 05/06/2020</td> </tr> <tr> <td>SOC-201-WW4-LEC Intro To The Study Of Society</td> <td><a href="#">Instructor 3</a></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SOC-201-WW25-LEC Intro To The Study Of Society</td> <td><a href="#">Instructor 4</a></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	BIOLOGY-227-PQR-LEC Human Structure and Function II	<a href="#">Instructor 1</a>	MTW 12:00p-12:00p ET TR1-TR2076		Ended on 05/06/2020	BIOLOGY-227-PQRX-LAB Human Structure and Function I	<a href="#">Instructor 2</a>	MTW 12:00p-12:00p ET TR1-TR2076		Ended on 05/06/2020	SOC-201-WW4-LEC Intro To The Study Of Society	<a href="#">Instructor 3</a>				SOC-201-WW25-LEC Intro To The Study Of Society	<a href="#">Instructor 4</a>			
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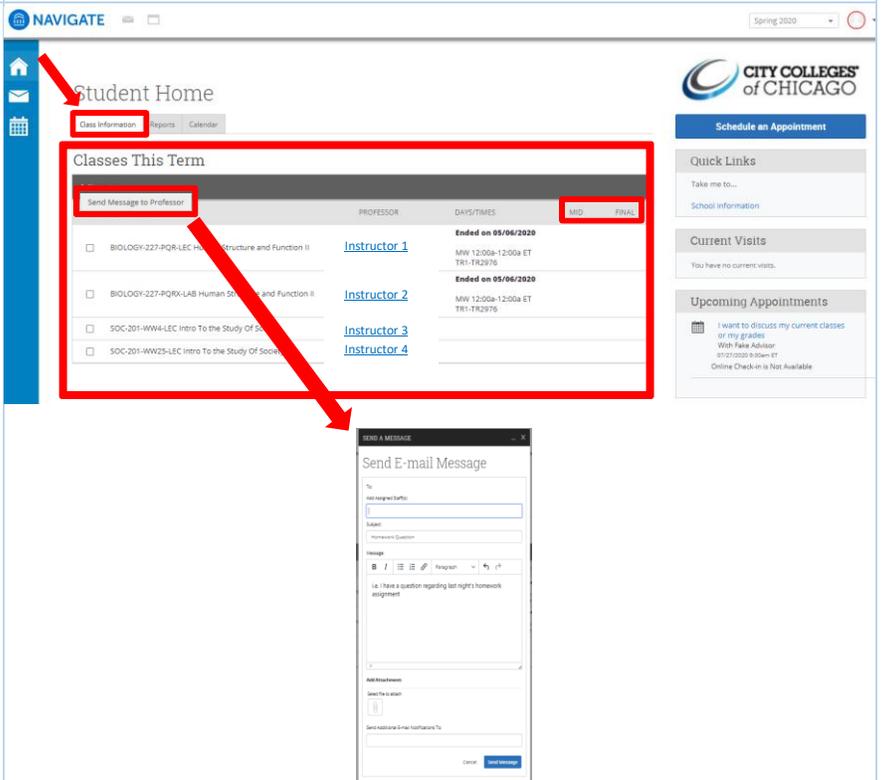
5 First, depending on what information you are looking for within your profile, you should select the applicable **term** from the drop-down menu.



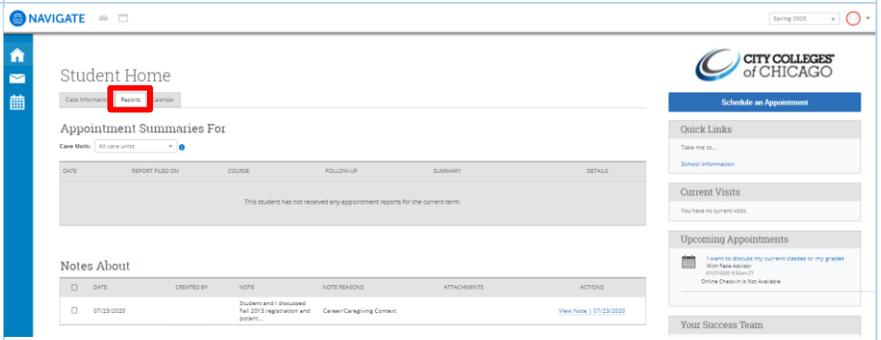
6 You can view your **Classes This Term** by default when initially logging in, or by clicking the **Class Information** tab.

Within this feature, you can select the box next to the course in question and from the **Actions** menu, select **Send Message to Professor**. This will generate **Send E-mail Message** box where you can send your instructor a message. The instructor's contact information automatically populates, so you does not need to search for your instructor's contact information.

When posted, you will be able to view your **mid-term and final grades** in this section as well.



7 Within the **Reports** tab, you can review any **Appointment Summaries** and **Notes**.

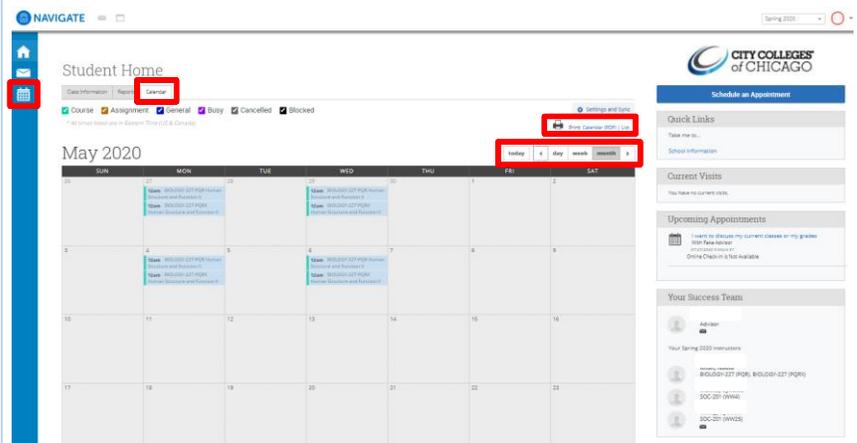


8 In the **Calendar** tab, you can view your advising appointments, courses, and assignments in calendar format. The type of event is color-coated according to type.

The calendar can be **printed as a PDF** in calendar or list format.

The calendar can be viewed as a **day, week, or month**.

The calendar can also be accessed via the side panel icons.



9 To view **My Conversations**, click on the envelope icon on the side panel. Here you will find your message history, including emails sent to instructors, messages with your advisors/tutors, confirmation emails for upcoming appointments, etc.

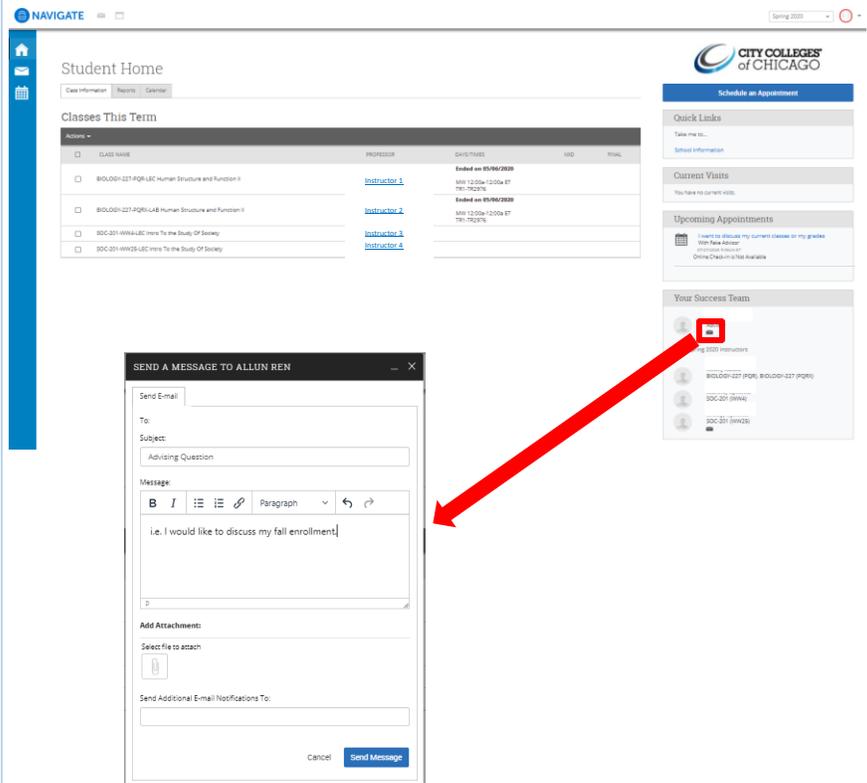
You can filter your messages by clicking the boxes next to **View Personal Messages Only** and/or **View Unread Only**, or you can search for a specific communication in the search bar.



**10** You can schedule an appointment with your advisor or tutors or sign up for New Student Orientation via the **Schedule an Appointment** button. For detailed instructions on this process, please review the following help guides: “Student – Requesting Tutoring Appointment,” “Student – Requesting Advising Appointment,” and “Student – Requesting New Student Orientation Appointment.”

You can also access **Quick Links** as well as view **Current Visits** and **Upcoming Appointments** on your student homepage.

In the **Student Success Team**, you can view your advisor as well as your instructors for that term. By clicking the envelope under each name, you can send a message directly to them.



The screenshot shows the 'Student Home' interface in the NAVIGATE system. The main content area displays 'Classes This Term' with a table of courses. On the right sidebar, there are sections for 'Quick Links', 'Current Visits', 'Upcoming Appointments', and 'Your Success Team'. The 'Your Success Team' section lists several instructors, each with an envelope icon. A red arrow points from the envelope icon of 'Allun Ren' to a 'SEND A MESSAGE TO ALLUN REN' dialog box that is open in the foreground. The dialog box contains fields for 'Send E-mail', 'To', 'Subject', and 'Message'. The 'Subject' field contains 'Advising Question' and the 'Message' field contains 'i.e. I would like to discuss my fall enrollment'. There are 'Cancel' and 'Send Message' buttons at the bottom of the dialog box.

Class	Instructor	Start/End	Web	Phone
BIO1001-227-PQR-LEC Human Structure and Function I	<a href="#">Instructor 1</a>	Ended on 05/06/2020 Start 12:00a-12:00a ET 10/19/2019		
BIO1001-227-PQR-LAB Human Structure and Function I	<a href="#">Instructor 2</a>	Ended on 05/06/2020 Start 12:00a-12:00a ET 10/19/2019		
SOC101-111A-LEC Intro To the Study Of Society	<a href="#">Instructor 3</a>			
SOC101-111B-LEC Intro To the Study Of Society	<a href="#">Instructor 4</a>			