



Navigate Training Guide #1: General Navigate Information

Topics Covered:

- Logging In
- Professor Page & Staff Page
- The Search Bar
- Navigate Help
- The “Actions” Menu

1. Logging In

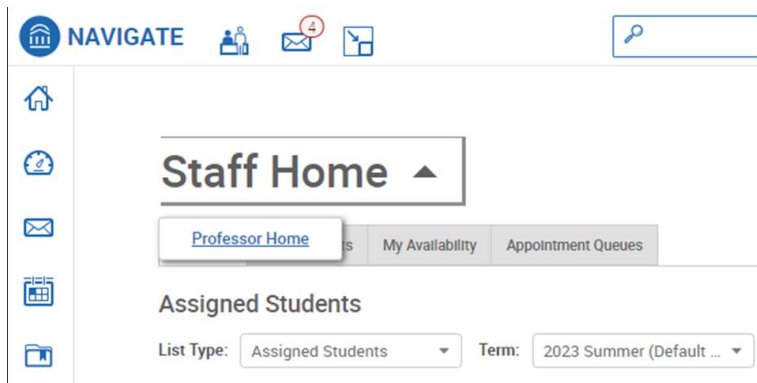
Users can log into Navigate with their CUNYFirst credentials via the following links:

- Staff Production Site: <https://citytech-cuny.campus.eab.com/home>
- Testing Site: <https://citytech-cuny.campus-training3.eab.com>
- Navigate Student App Administration: <https://citytech-cuny.navigate.eab.com/app>

2. Professor Page and Staff Page

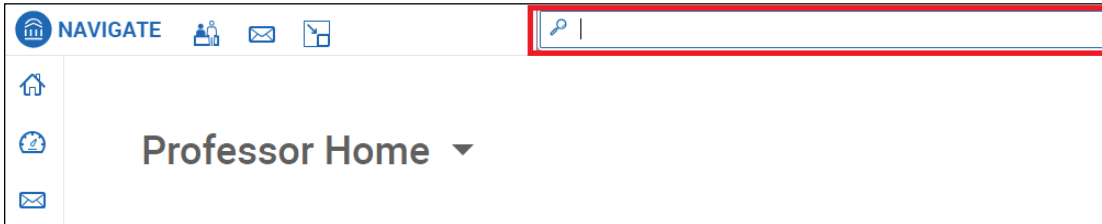
All faculty have the Professor role in Navigate. The Professor role allows you to easily interact with and provide support to the students you teach. Full-time faculty also have the Staff role, which allows you to act as a faculty advisor to students in your department and perform various administrative functions in Navigate.

To switch between your Staff homepage and Professor home page, click on the triangle to the right of Staff (or Professor) home:



3. The Search Bar

At the top of your home page is the Search Bar. Here you can enter any student's EMPL ID or name to search for them.

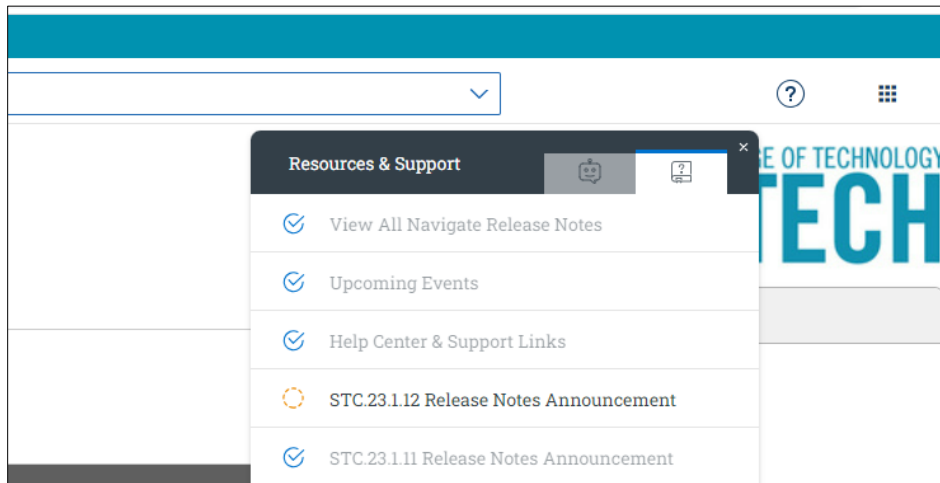


4. Navigate Help

Navigate features a very useful Help Center, with articles and guides that provide detailed and user-friendly explanations to functions throughout the platform.

To access the Help Center:

- a. Click ? on the top right of home page;
- b. Click Help Center and Support Links
- c. Click Help Center
- d. Type the relevant keyword into the search field



5. The "Actions" Menu

Throughout the various pages in Navigate pages you will often be presented with a list of students. It could be the students in your class, a spreadsheet you uploaded, or the results of a query in Navigate. In all these cases, at the top of the list is an Actions drop-down menu all the way to the left. This menu contains all the ways you can interact with students on the list.

You can either select one or more individual students by checking the box to the left of their names, or the entire list by placing a check mark in the small box marked "ALL" to select all the students on the first page of

results. Initially 100 students are selected. If your search contains more than 100 students, an additional option will appear above the list of students, choose “select all xxx students.”

After you’ve selected the students, choose the action you want to perform from the dropdown menu.

Actions ^				
<input type="checkbox"/> Send a Message to Student <input type="checkbox"/> Create Ad hoc Appointment Summary <input type="checkbox"/> Create an Appointment Campaign <input type="checkbox"/> Schedule Appointment <input type="checkbox"/> Note <input type="checkbox"/> Issue Alert <input type="checkbox"/> Add to Student List <input type="checkbox"/> Show/Hide Columns <input type="checkbox"/> Export Results				
	DENT LIST	CUMULATIVE GPA	CATEGORY	AT RISK?
		2.066	2019 FA - First-Year,Associate Student,CUNY SC Transfer Student,Entry Cohort - 2019 Fall Term,Good Academic Standing,LAA-AA - AFRAMER,Milestone - Math,Milestone - Reading,Milestone - Writing	No
		3.662	2019 FA - First-Year,ACE Eligible,Associate Degree Awarded,Bachelor Student,BMI Program,Entry Cohort - 2019 Fall Term,FAFSA Filed - 2024,Good Academic Standing,HOLD: Must See Veteran's Certification Officer,Milestone - Math,Milestone - Reading,Milestone - Writing,Minor - Physics,Newly Declared Minor,Pell Eligibility - 2024,Prior CUNY Degree,Satisfactory Academic Progress - Y,SEEK Student,STEM,Veteran Student	No
		2.413	2021 FA - First-Year,Associate Student,CUNY SC Transfer Student,Entry Cohort - 2021 Fall Term,FAFSA Filed - 2024,Good Academic Standing,Milestone - Math,Milestone - Reading,Milestone - Writing,Pell Eligibility - 2024,SEEK Student	No
		3.717	2022 FA - Transfer,2022 SP - Transfer,Bachelor Student,Entry Cohort - 2022 Fall Term,FAFSA Filed - 2024,Good Academic Standing,Milestone - Math,Milestone - Reading,Milestone - Writing,Non-CUNY Transfer Student,Pell Eligibility - 2024,Satisfactory Academic Progress - Y,STEM	No
5.	<input checked="" type="checkbox"/> [REDACTED]	2.375	2022 FA - Transfer,Bachelor Student,CUNY CC Transfer Student,Entry Cohort - 2022 Fall Term,FAFSA Filed - 2024,Good Academic Standing,Milestone - Math,Milestone - Reading,Milestone - Writing,Pell Eligibility - 2024,Satisfactory Academic Progress - Y	No

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12 total results