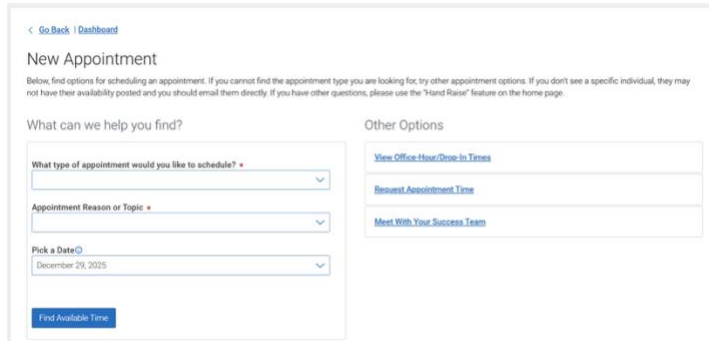


## Two Ways to Make Scholarship and General Forge Appointments Using navMSU

1. Log into your navMSU account from MyMSU or your bookmark.
  - a) On your home page, click on the “Appointments” link (second from the top on the left navigation bar).
  - b) Click on the “Schedule an Appointment” blue box on the top right of the page.
  - c) The New Appointment screen will pop up (below).



- d) In the “What type of appointment...” box, choose “Student Success” from the drop-down menu.
  - e) In the “Appointment Reason...” box, search for:
    - “**Forge**” if you want to talk about any of the services and resources available at *Forge: Pathways & Belonging*.
    - “**Montana’s Own**” if you are a *Montana’s Own* scholarship recipient.
    - “**The Homestretch**” if you are a *The Homestretch* scholarship recipient.
    - “**Return to Learn**” if you are a *Return to Learn* scholarship recipient.
    - “**Path to Purpose**” if you are a *Path to Purpose* scholarship recipient.
  - f) Pick a date.
  - g) Click on the “Find Available Time” blue box.
  - h) Click on the time you want.
  - i) The “Review Appointment Details and Confirm” page will pop up.
  - j) Confirm the details at the top of the page
  - k) Scroll to the bottom of the page and choose how you want to meet (in-person, phone, virtual) from the drop-down menu.
  - l) You can share meeting notes in the box provided.
  - m) Click the “Schedule” blue box.
  - n) The appointment will now be on your appointments page, and you will receive reminder emails and texts.
2. Go to the [Forge: Pathways & Belonging](https://montana.edu/access-success/forge) home page at [montana.edu/access-success/forge](https://montana.edu/access-success/forge) and click on the blue “[Meet with and Advisor](#)” box.
  - a) Use the provided links to make an appointment with:
    - **Jen White-Dobbs** – *Forge, Return to Learn, Path to Purpose*
    - **Monica Hall** – *Forge, Montana’s Own, The Homestretch*
    - **Deb Albin** – *Forge, Return to Learn, Path to Purpose, Montana’s Own, The Homestretch*
  - b) Choose the appointment type you want from the drop-down menu.
  - c) Follow steps F-N above.