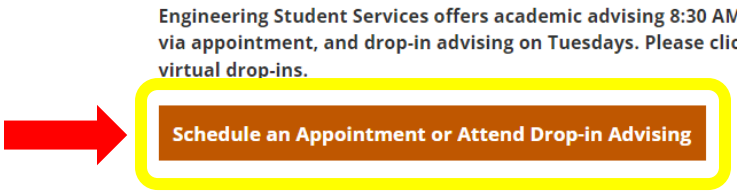
How to Check-In for Engineering Student Services Virtual Drop-Ins in Navigate

We strongly recommend you check-in for virtual drop-ins on your computer (not your phone) so as to optimize your virtual advising experience

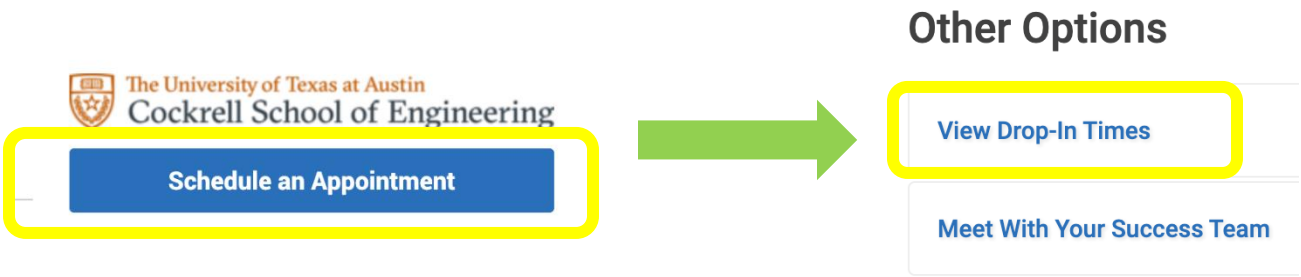
Step 1: Access the Navigate Platform

You can easily access Navigate from the ENGR Direct Advising page, where you will click on the "Schedule an Appointment or Attend Drop-In Advising" button. Please note, ESS only offers drop-in advising on Tuesdays – appointments must be scheduled for Mondays, Wednesdays, Thursdays, and Fridays.



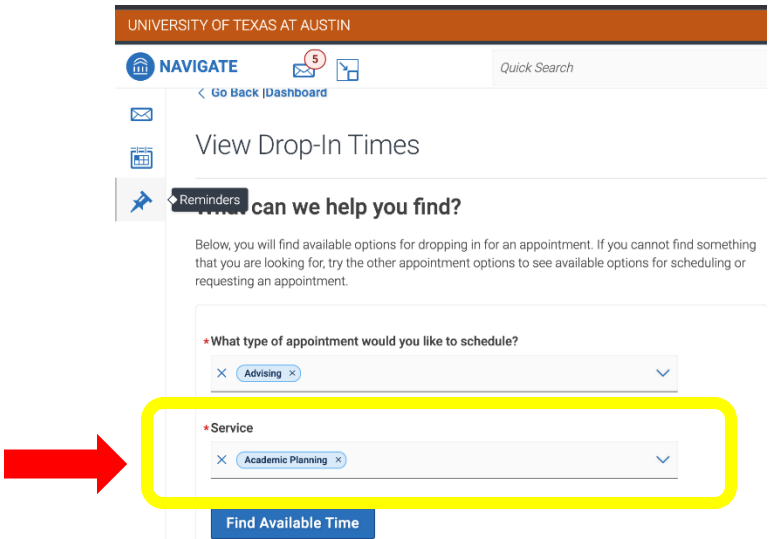
Step 2: View Drop-in Times

Start the process to view drop-in times by selecting the "Schedule an Appointment" button in the upper right corner of your screen, then select the "View Drop-In Times" option in the upper right corner of the next page.



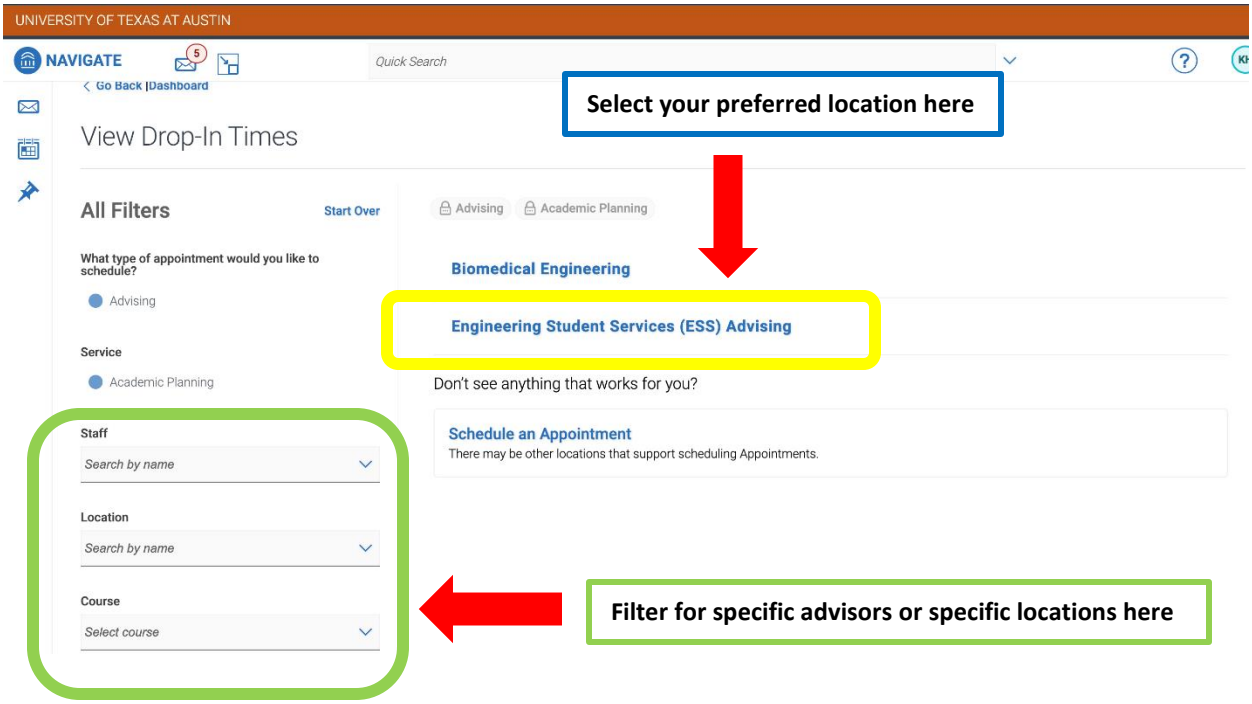
Step 3: Choose Your Advising Service

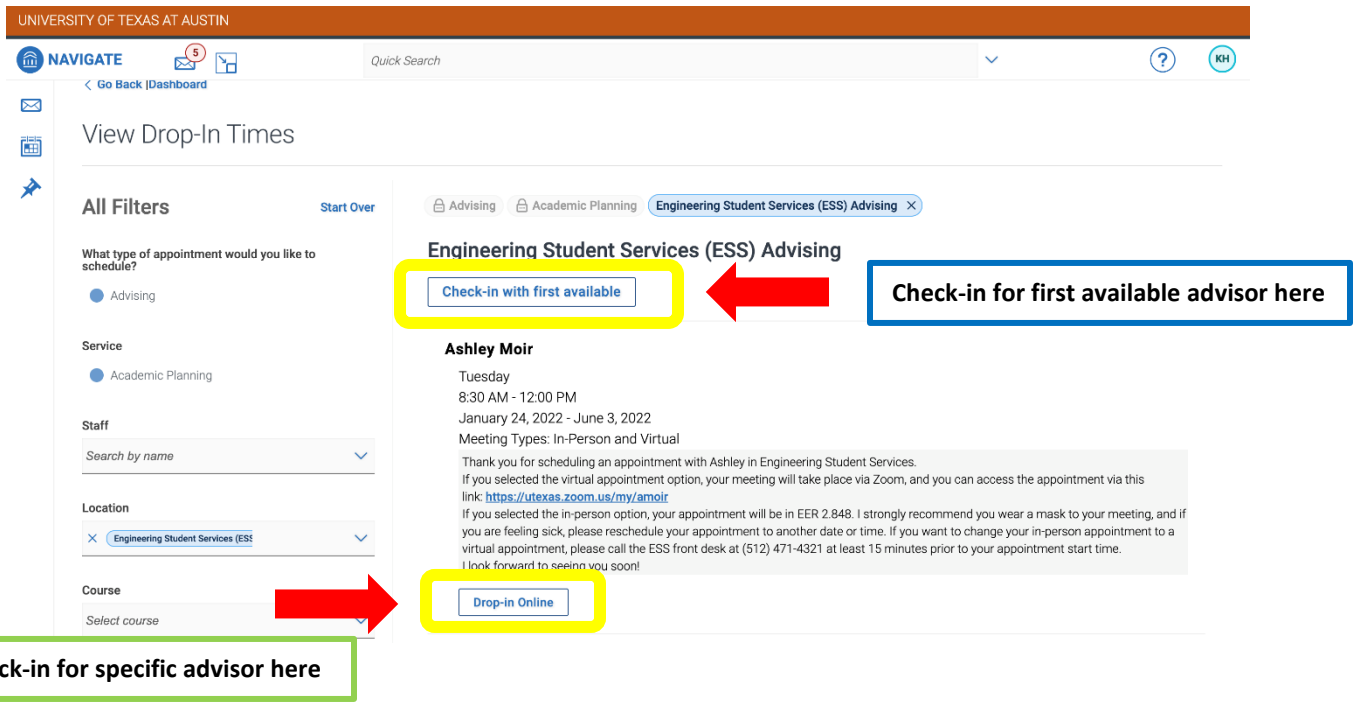
Once you have selected "View Stop-In Times" you will need to select the service for which you want to meet with an advisor from the drop-down menu. Then you will click "Find Available Time" to see which locations are available for drop-in advising for that specific service.



Step 4: Select Your Advising Location and Your Advisor (or First Available)

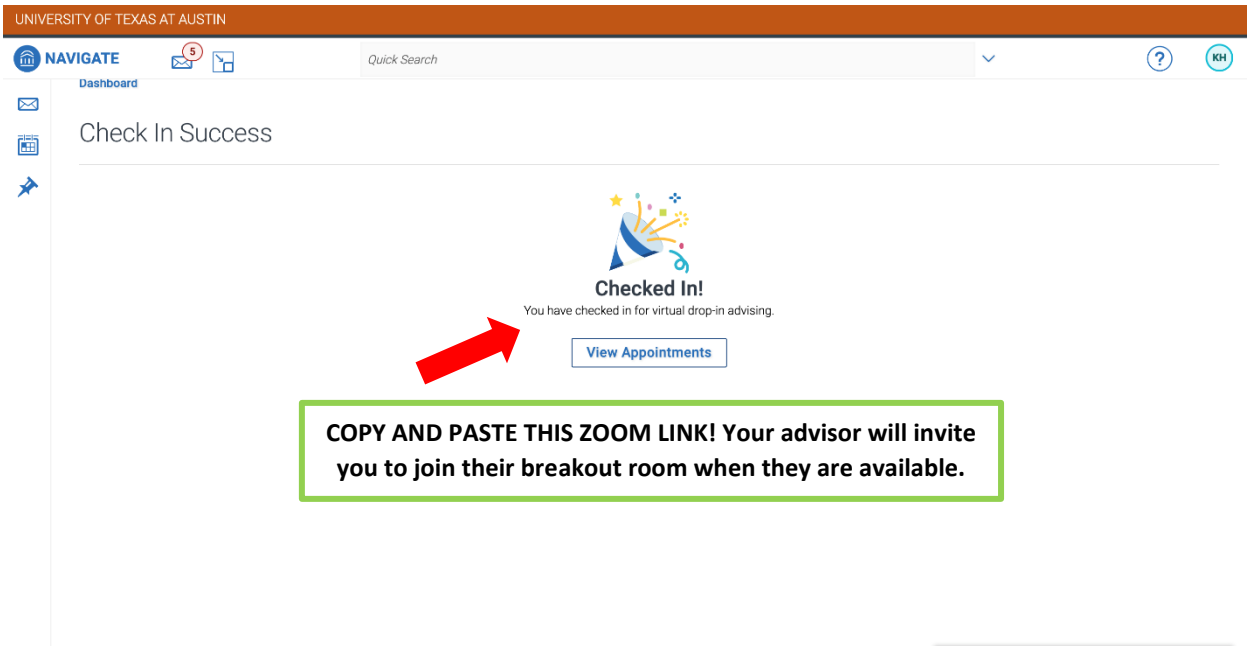
You will be able to select a specific location for your drop-in advising or filter for specific advisors. If your specific advisor has current drop-in availability, you can select "Drop-In Online" under their name to check-in for that specific advisor. If you want to meet with the first available advisor, you should click the "Check-In with First Available" button at the top of the screen.





Step 5: Copy and Paste Zoom Link and Wait to Meet with Your Advisor

You've checked-in! Great! Copy and paste the Zoom link listed on the check-in page, sign in to Zoom with your UT EID, and wait for your advisor to invite you to their breakout room for your meeting.



FAQs and Troubleshooting

I already know my advisor's Zoom link – can I just show-up in their Zoom room and not check-in through the virtual kiosk on Navigate?

While we are so excited to meet with you, we ask that you **always** use the Navigate virtual kiosk to check-in for drop-in advising. Your advisor might not be available that time, so by checking-in on Navigate you will be able to see who is actually available. We also do not use personal Zoom links for drop-in advising, so you likely will not end up in the correct room unless you check-in using Navigate.

I checked-in on Navigate for First Available or a specific Advisor, but I am unable to join the Zoom link that is listed on the check-in page.

Make sure that you are signed in to your UT Austin Zoom account, which requires using your UT EID and password. If you are still having issues getting connected, please call ESS at (512) 471-4321 and ask for additional assistance.