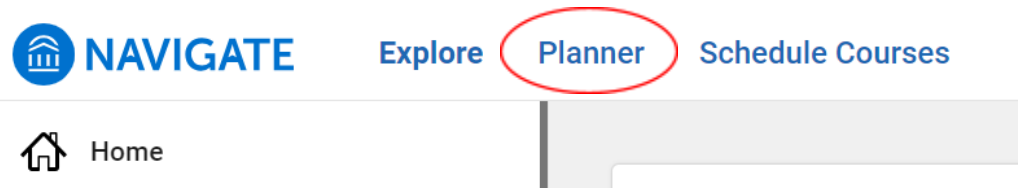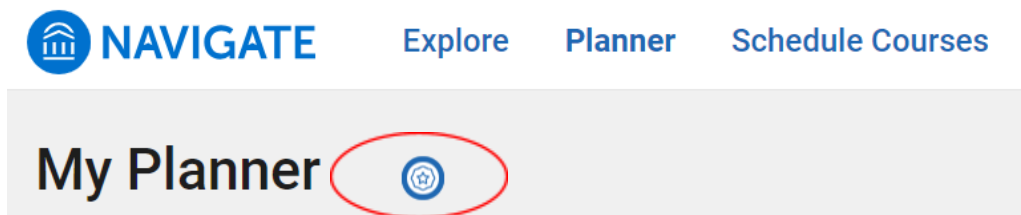# Navigate How-To Guide
Next Generation Academic Planner
(Student Guide)

How-To Access the Planner

➔ Log in to Navigate Student- Click on **Planner.**

➔ Upon accessing the planner for the first time, a short, animated tutorial will pop up to guide students through using the Planner. *This tutorial can be accessed anytime by clicking on the icon beside **My Planner**.*

➔ Students will see the image below once the tutorial begins:

Hey There!

Welcome to Planner 👋

Let's take a look around to see how you can start planning your upcoming terms in college.

1 of 7   Next   Skip Tour

How-To Plan Courses Using Templates

➔ Once inside **My Planner**, you'll see a screen that looks like this:

➔ Select a template from the **Planning Tools** column. Click **View Selected Templates** to view the template that corresponds with the major(s) on file. You can choose to **Add Templates** to view the required courses for other majors.

➔ Next, move over to **My Academic Plan** to add terms (semesters) to your plan. Click the hamburger icon to select terms to add, print, or show completed terms.
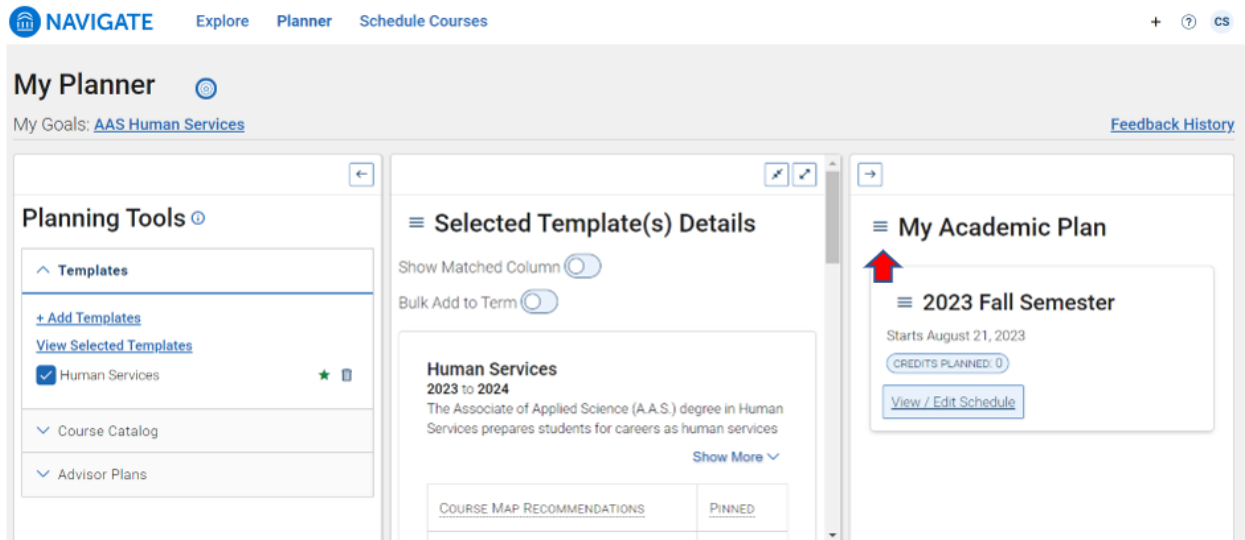
➔ In the middle column, click the hamburger icon to select courses to add to your plan. *Note: If you've satisfied a course outside of what shows in Navigate you can select **Mark as Met**. However, be sure to consult with an Academic Advisor to confirm.*
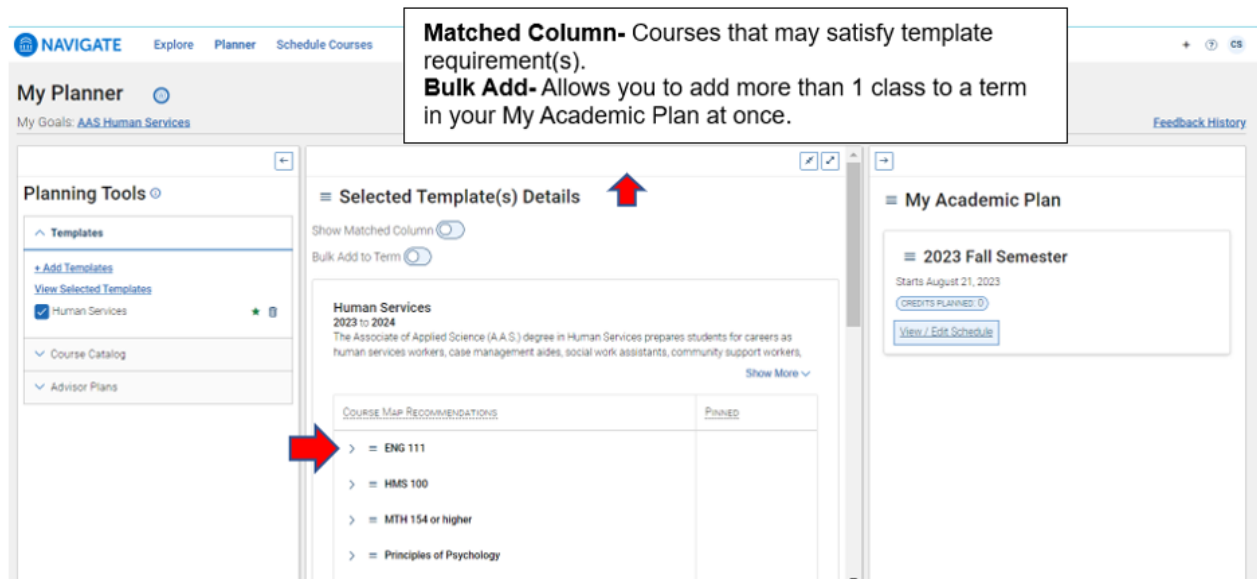
➔ Once you've selected the courses you want to take, repeat to continue planning additional terms. To schedule specific sections for the courses you've planned, click **'View/Edit Schedule'.**