HOW TO SCHEDULE AN APPOINTMENT AT UNIVERSITY WRITING SERVICES USING EAB NAVIGATE

1. Log into your mySLU account with your username and password.

2. Select the Tools tab.

3. Search for and open the EAB Navigate app.

4. Once your screen automatically redirects to the EAB Navigate website, click on Schedule an appointment located in the top right-hand corner.

5. Under Appointment Category, select “Tutoring and Writing Services”.

6. Choose an option for why you would like to see someone: Graduate Writing Services or Undergraduate Writing Services.

   a. Undergraduates are required to select Undergraduate Writing Services. Similarly, graduate students must choose Graduate Writing Services. No exceptions.

7. Choose the type of service you would like to receive: Online (Asynchronous) Consultation or Zoom Video Conference. Hit Next.

8. Choose a location. There is only 1 option: Virtual (University Writing Services).

   a. In response to COVID-19 and to promote the safety and well-being of all students and writing consultants, University Writing Services will not be holding in-person appointments at any of our on-campus locations – including the Busch Student Center Suite 331, Pius XII Memorial Library 320, School of Nursing Suite 114, Grand Hall 152, and Spring Hall 131 – until further notice. They are temporarily closed.

9. Optional: Select a staff member (or leave it blank if you do not have a preference). Hit Next.

10. Available appointments are split into “Morning” and “Afternoon” time slots.

   a. After you select either “Morning” or “Afternoon” under a specific day of the week, a list of available times to meet with a writing consultant will automatically appear.

      i. Pick which time you would like to make your appointment. Hit Next.

11. You will then see a summary with all of the Appointment Details. Review the information carefully. Make sure there are no mistakes.

12. On that same page, you will see Additional Details. Follow the instructions based on the type of service you selected.
ZOOM VIDEO CONFERENCE:
Remember to 1) save the link to the writing consultant’s virtual meeting room and 2) hit the “Confirm Appointment” button in the lower right hand corner to complete your reservation.

- Your device must have microphone accessibility. Webcam accessibility is strongly recommended. In accordance with university policy, you must be appropriately attired throughout the entire appointment.

- If the writing consultant does NOT initiate the Zoom meeting after 5 minutes past the start time of your appointment, please send an email to writing@slu.edu.

ONLINE (ASYNCHRONOUS) CONSULTATION:
Remember to 1) hit the “Confirm Appointment” button in the lower right hand corner and 2) complete the Online Submission Form which can be found at the following link:

https://slu.az1.qualtrics.com/jfe/form/SV_0lehn6G16BmZ24d

- You must complete the form BEFORE your appointment; otherwise, you will be marked as a "no show" and will need to reschedule.

- You will be asked to attach the prompt (if applicable) and your current writing project as a .doc or .docx file.

- You will receive 2 email confirmations (1 from EAB Navigate and 1 from Qualtrics) when the reservation is successfully completed.

- A writing consultant will then start reading in addition to making suggestions (using Microsoft Word’s built-in comment function) at the time of your appointment but may not send you an email until later that day.

- If the writing consultant does NOT send you feedback by 10 pm the day of your appointment, please send an email to writing@slu.edu.

13. DID YOU REMEMBER TO HIT THE "CONFIRM APPOINTMENT" BUTTON AT THE BOTTOM OF THE PAGE? OTHERWISE, NO RESERVATION WILL BE MADE!

a. Once you confirm your appointment, you will receive a confirmation email which is automatically generated by EAB Navigate and sent to your SLU Outlook account.

POLICIES
- All appointments will take place in Central Time.
- Maximum of 1 appointment per day, 3 per week.
- No back-to-back appointments permitted.
- Contact writing@slu.edu if you have any comments, concerns, or questions.
TROUBLESHOOTING

Where do I find the confirm appointment button for a Zoom Video Conference and/or an Online (Asynchronous) Consultation on EAB Navigate?

How do I know I have completed all of the steps for an Online (Asynchronous) Consultation?