

## HOW TO MAKE AN APPOINTMENT WITH CAMPUS RECREATION STAFF

1. Click on the Student Success NAVIGATE app on the homepage of your Hofstra Portal.



2. Select the current term at the top and click on the blue “Make an Appointment” button.
3. For type of appointment select “Campus Recreation” from the drop down menu. Then select “Club/Organization Advising” and click “Next”.
4. For location select “Campus Recreation” and click “Next”.
5. When asked who you would like to meet with, type in the last name of the person you would like to meet with and then select them from the drop down. Then click “Next”.

Type In The Text Field	Select From The Drop Down
Kravitz	Kravitz, Adrienne
Parise	Parise, James

6. Schedule your appointment by selecting an available date and time that works for you, and click “Next”.
7. When your appointment is scheduled, you will see a confirmation page with the details, and a confirmation email will be sent to your Pride account. Please be sure to add this appointment to your calendar or planner.