

## Financial Aid Student Scheduling Guide

1. After logging into Navigate ([nku.campus.eab.com](http://nku.campus.eab.com)), click "Get Assistance Button"

Click to Get Assistance

2. On the next screen, select the following:
  - a. Care Unit – **Paying for College**
  - b. Service – Select Service
  - c. Date – Preferred date of appointment

Click "Find Available Time"

What can we help you find?

What type of appointment would you like to schedule? \*

Paying for College

Service \*

FAFSA Assistance

Pick a Date

June 2, 2025

Find Available Time

3. Select an available date/time - Can view by "first available" or view individual staff availabilities to meet with a specific person. Appointments cannot be made within 24 hours of a selected time.

4. Confirm appointment details

- a. **Select Virtual Meeting – By Appointment**
- b. Fill out comment box (optional, but recommended)
- c. Select reminders (e-mail and/or text)
- d. Click "Schedule" to confirm

Student Financial Assistance 

  2 People

[View individual availabilities](#)

### Review Appointment Details and Confirm

What type of appointment would you like to schedule?

Paying for College

Service

FAFSA Assistance

Date

06/03/2025

Time

10:00 AM - 10:30 AM

Location

Student Financial Assistance

Staff

Reid Manger

How would you like to meet? \*

Virtual Meeting – By Appointment

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder



Reminder will be sent to wallaced12@nku.edu

Text Message Reminder



Phone Number for Text Reminder

Schedule