How to Schedule with a Peer Academic Coach

1. LOGIN TO KSU NAVIGATE
   WEBSITE: kent.campus.eab.com
   USERNAME: Flashline username
   PASSWORD: Flashline password

2. SELECT “SCHEDULE AN APPOINTMENT TODAY!”
   This is located in the top right of your screen, just under the KSUNavigate logo.
3. ENTER YOUR SEARCH CRITERIA

**TYPE OF APPOINTMENT:** Learning & Academic Support Services
**SERVICE:** Academic Coaching

4. SELECT A DATE

Pick a date that works best for you and click “Find Available Time”

**NOTE:** Same day appointments are not usually available – select a date and time at least 12-24 hours in advance for best results.

5. SELECT A LOCATION

Under Locations, select “Kent Campus”
6. SELECT A TIME
Scroll through the available coaches and select a time that works best for you.

7. REVIEW AND CONFIRM YOUR APPOINTMENT INFORMATION
Review the service, date, and time of your appointment to ensure they are correct.
Read through the “Details” section for additional information about your appointment.

8. SELECT YOUR APPOINTMENT TYPE
Scroll and select either “In-Person” or “Virtual” for how you would like to meet. (NOTE: In-Person appointment locations can be found in the “Details” section.)
Add any additional information you feel is important for your coach to know before meeting into the comment box.
Make sure both the “Email Reminder” and “Text Message Reminder” boxes are checked.
Enter your cell phone number under “Text Message Reminder”
9. **CLICK “SCHEDULE” TO SAVE YOUR INFORMATION AND SCHEDULE YOUR APPOINTMENT**

You will receive a confirmation email once you have successfully scheduled your appointment, and additional reminder emails and texts prior to your appointment.

**NEED ASSISTANCE?**

Whether you have questions, need information, or have feedback, we're here for you. Please reach out to us via email at asc@kent.edu or call us at **330-672-3190** and a member of our team will provide any assistance you may need.