[Video Tutorial](#)

Reporting on a student appointment will help determine the impact of the Maroon/Gold Campaign. Please be sure to follow the instructions to report on the appointment for student data collection purposes.

Step 1: Log in to your [Navigate](#) account.

Step 2: Search for the student in the search bar at the top of the home screen.

Step 3: Select Report on Appointment from the options on the right-hand side of the screen.
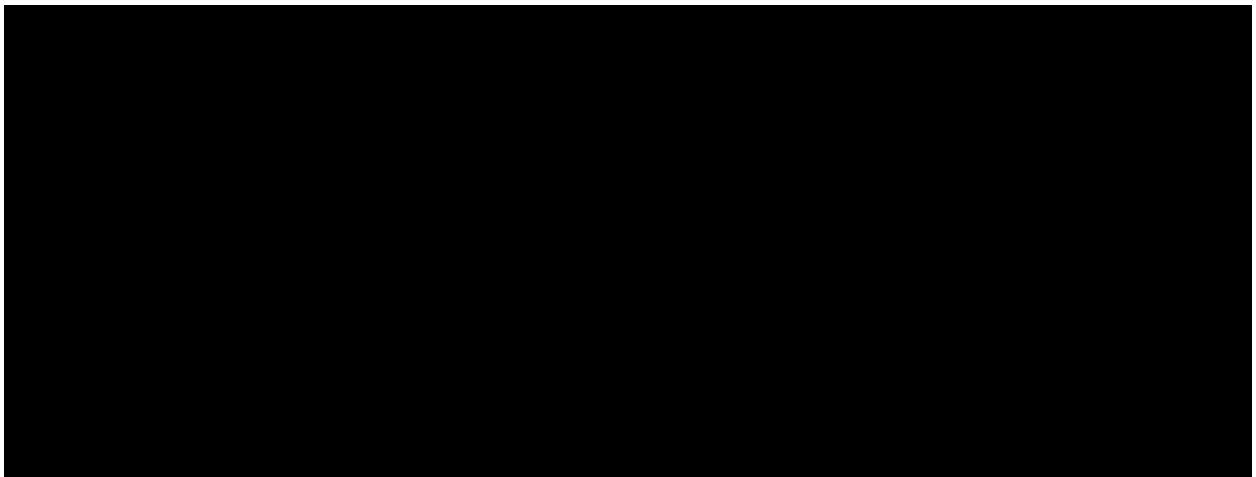
Step 4: Connect the appointment to the Maroon/Gold Campaign. Please be sure to select the following.

Care Unit: Faculty Office Hours

Location: Faculty/Professor's Office

Service: Maroon/Gold Campaign (scroll down in the menu)

Step 5: Select "Save this Report" at the bottom of the screen.