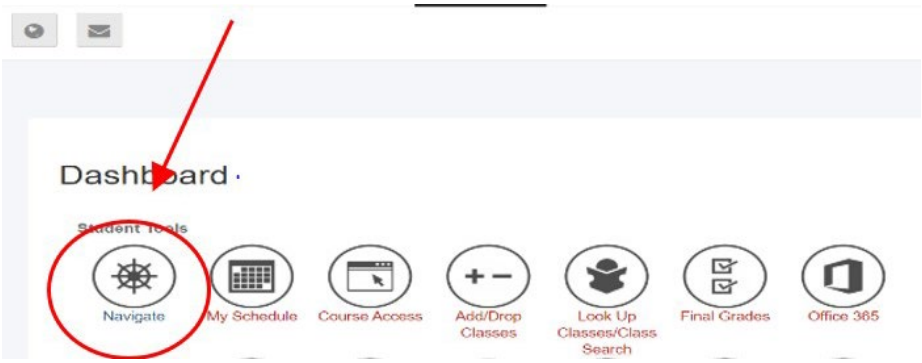
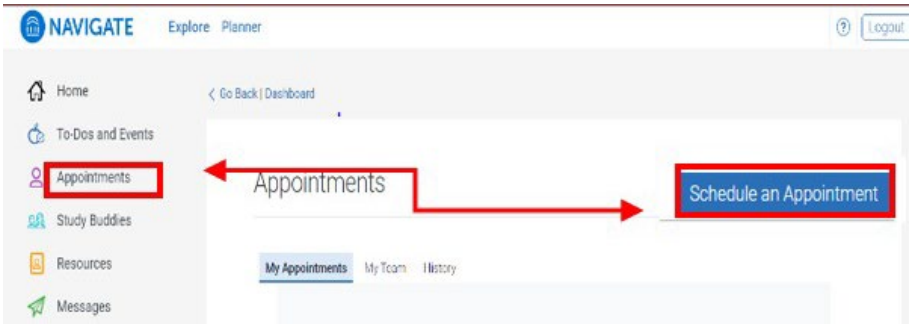
How to Schedule an MVP Appointment in Navigate

1. Login To: my.ppsc.edu
   First Time Login: Username is your student ID number, including the 'S'. Password is your birth date: MMDDYY
   Returning Login: Password you created. Forgot your password? Follow prompts to create a new password.

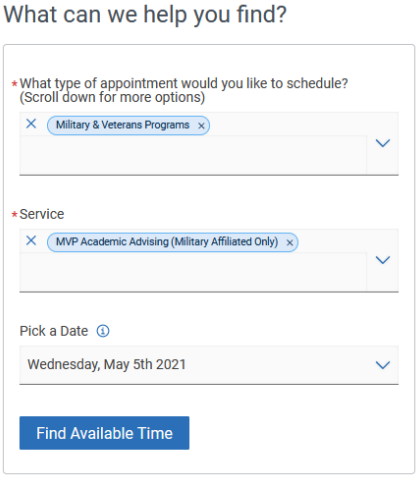
2. Click on "**Navigate**"



3. Click on "**Appointment**", then "**Schedule an Appointment**"



4. Under the required "**What type of appointment would you like to schedule? (Scroll down for more options)**" select **Military & Veterans Programs**. Select the desired appointment with the advisor under "**Service**".



5. Pick a date to see available times for that day and 30 days after that date.

6. On the calendar, the dates with the dot underneath shows the available time for the selected Advisor. Under **Location**, scroll down and select the location/modality of your appointment. Pick a time that works best for you.

7. In the **Review Detail** section, you can add any comments that would be shared with your advisor and you can opt/opt out of an email or text message reminder. If you opt for a text message reminder, please make sure the phone number listed is your most current number. Click "**Schedule**". You should receive an email confirmation of your appointment through your student email account, *with instructions on how to login or call in to the appointment*. Your student email account is also located on the "Dashboard" in the myPPSC Portal.

Reminder: These appointments are for Academic Advising. Questions or concerns regarding VA benefits, MyCAA or related subjects, please contact (719)502-4100 or MVP@ppsc.edu.
For Questions regarding Tuition Assistance, please contact (719)502-4200 (Army), (719)502-4300 (Air Force) or MVP@ppcc.edu.

***Note**: All Phone/Online Video Appointments will be during Mountain Time (MT). Online video appointments will be held over Zoom or WEBEX, you will receive a meeting link in your student email account.

Location/Room#: Centennial Campus = C222