

### Navigate: How to Log-In

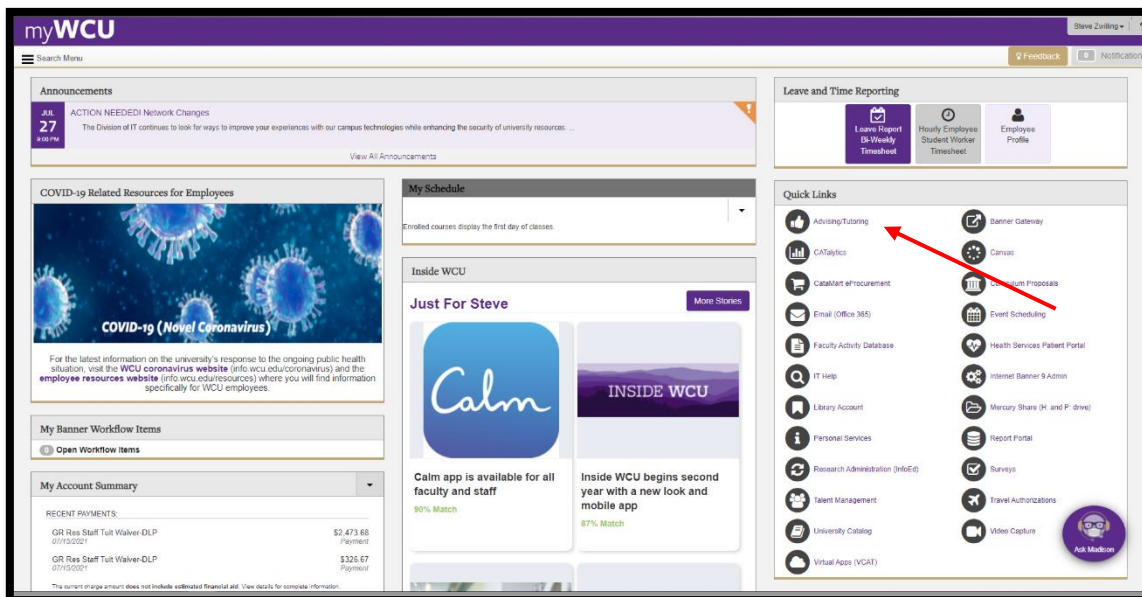
There are two methods of logging into Navigate:

#### Method #1

1. Open either a Google Chrome or Mozilla Firefox browser

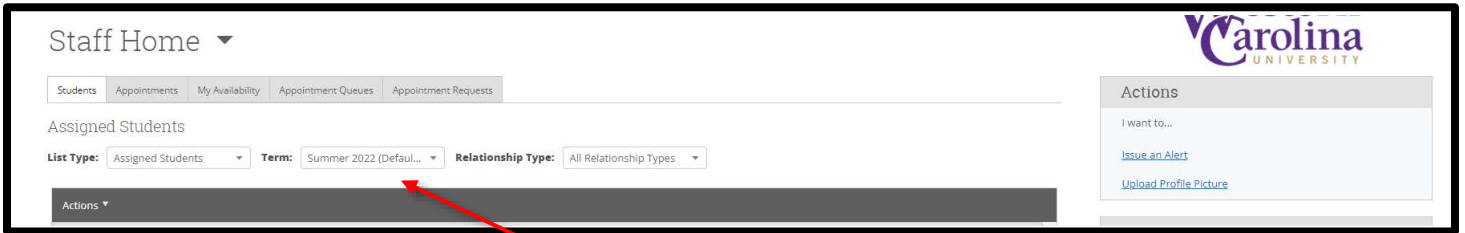


2. Log-in to your [MyWCU](#) account
3. Click on the **“Advising/Tutoring”** tab from the Quick Links menu
4. It may make you log-in with your WCU username and password. This will take you into the Navigate platform.



The screenshot shows the myWCU dashboard. The top navigation bar includes a search menu, a user name 'Steve Zelling', and a help icon. The main content area is divided into several sections: 'Announcements' with a date 'JUL 27 10:10 PM' and a message about network changes; 'COVID-19 Related Resources for Employees' featuring a graphic of blue virus particles and text about university resources; 'My Banner Workflow Items' with an 'Open Workflow Items' button; 'My Account Summary' showing recent payments for 'GR Res Staff Tuft Waiver-DLP' with amounts of \$2,473.68 and \$326.67; 'My Schedule' with a dropdown menu; 'Inside WCU' with a 'Just For Steve' section containing 'Calm' and 'INSIDE WCU' app announcements; 'Leave and Time Reporting' with buttons for 'Leave Report 15-Weekly Timesheet', 'Hourly Employee Student Worker Timesheet', and 'Employee Profile'; and a 'Quick Links' menu on the right. A red arrow points to the 'Advising/Tutoring' link in the Quick Links menu. Other links in the menu include CATalitics, CATalart eProcurement, Email (Office 365), Faculty Activity Database, IT Help, Library Account, Personal Services, Research Administration (InfoE), Talent Management, University Catalog, Virtual Apps (VCAT), Banner Gateway, Canvas, Custom Proposals, Event Scheduling, Health Services Patient Portal, Internet Banner 9 Admin, Mercury Share (H and P drive), Report Portal, Surveys, Travel Authorizations, and Video Capture. An 'Ask Madron' button is also present at the bottom right of the Quick Links menu.

5. Please change the term to **current term (ex. Summer 2022)**.



## Method #2

1. Open either a Google Chrome or Mozilla Firefox browser



2. Type this direct web address to Navigate, in your browser – <https://wcu.campus.eab.com/>– if you are already logged in to one of our WCU single-sign-on systems, this will take you directly into the Navigate platform, if not, enter your WCU credentials.

3. Please change the term to **current term (ex. Summer 2022)**.

