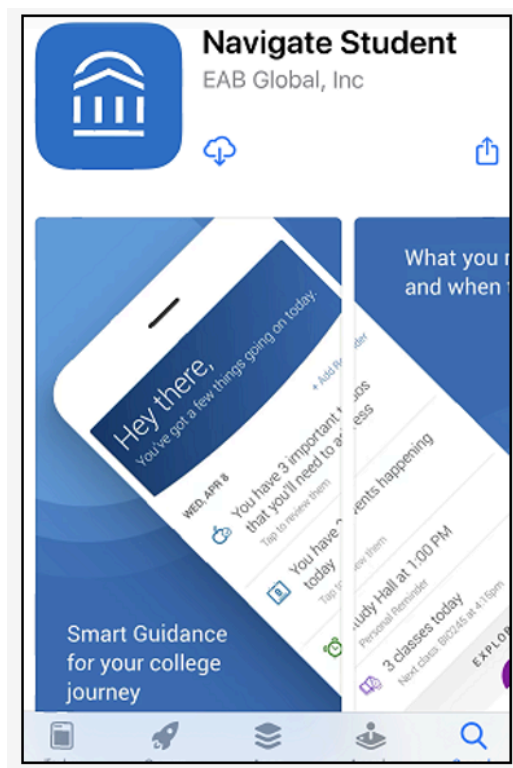# TitanNet Student Guide (Navigate)

This guide walks the student through general navigation and basic functions of TitanNet (Navigate).

Navigate Student Features

Why use Navigate Student?

- This secure app is equipped to customize its alerts to you according to your class standing, needs and interests. Its content is tied directly to your CSUF accounts
- You may make, view and cancel appointments with advisors and other resource areas directly through the app
- Find your way to specific offices, buildings and most every on-campus service through live, GPS navigation on foot
- Connect with other students in your classes via the study buddy component
- View your daily automated "to-do" list so that you always meet deadlines, know what is coming up on campus, and plan ahead

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Page 1

- Navigate Student is not a chatbot. Instead, it will send nudges on your mobile device to alert you to:
  - Events appropriate for your interests or major
  - Registration, add/drop, payment and other important deadlines
  - holds on your account
  - other helpful reminders
  - Nudges are accompanied by links and navigation to ensure you find what you need!

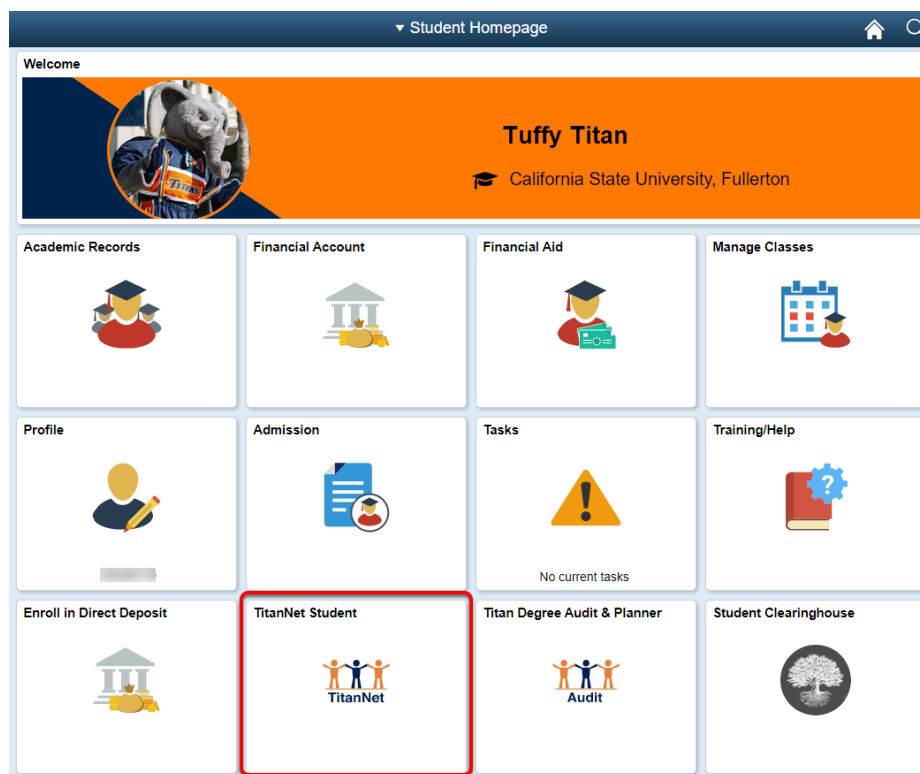# Accessing and Using TitanNet

How to Login to TitanNet

Step 1:

Login to Campus Portal and access your Student Homepage.

[View step-by-step instructions on accessing your Student Homepage.](#)

Step 2:

Click on **TitanNet Student.**

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Page 2

TitanNet will open in a new window

General Navigation

Home Page
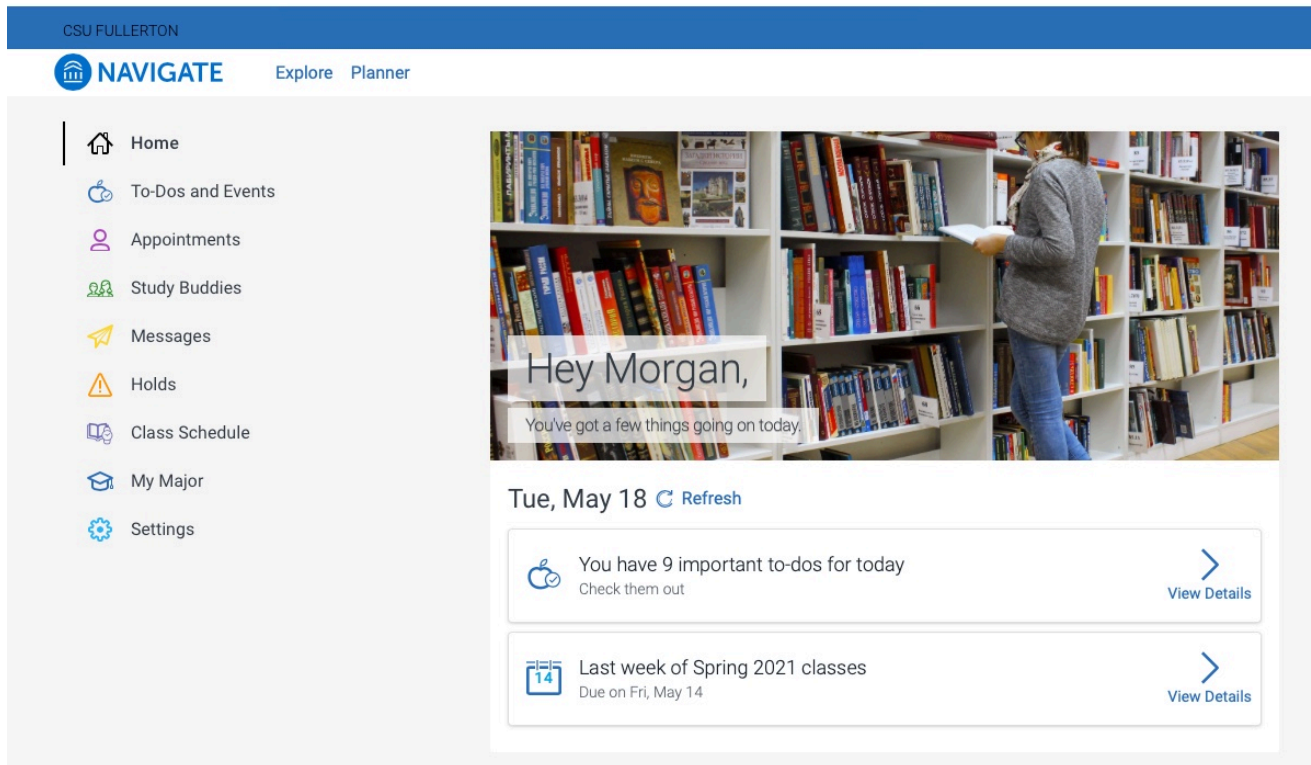
Explore Link

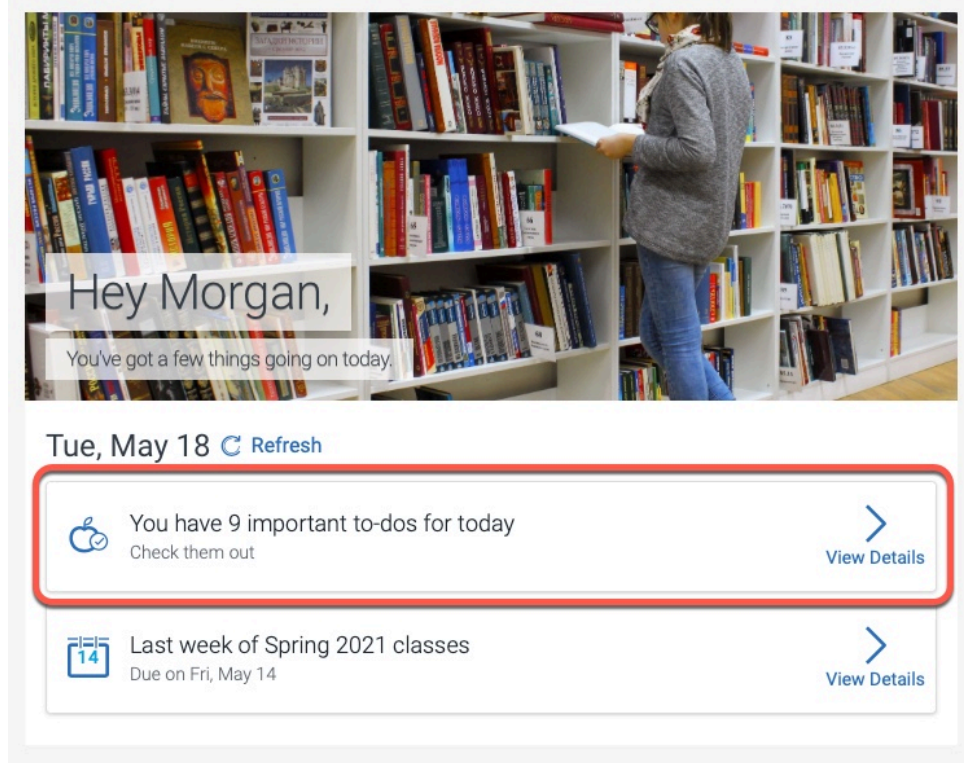The Explore link will redirect you back to the navigation panel

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Page 3
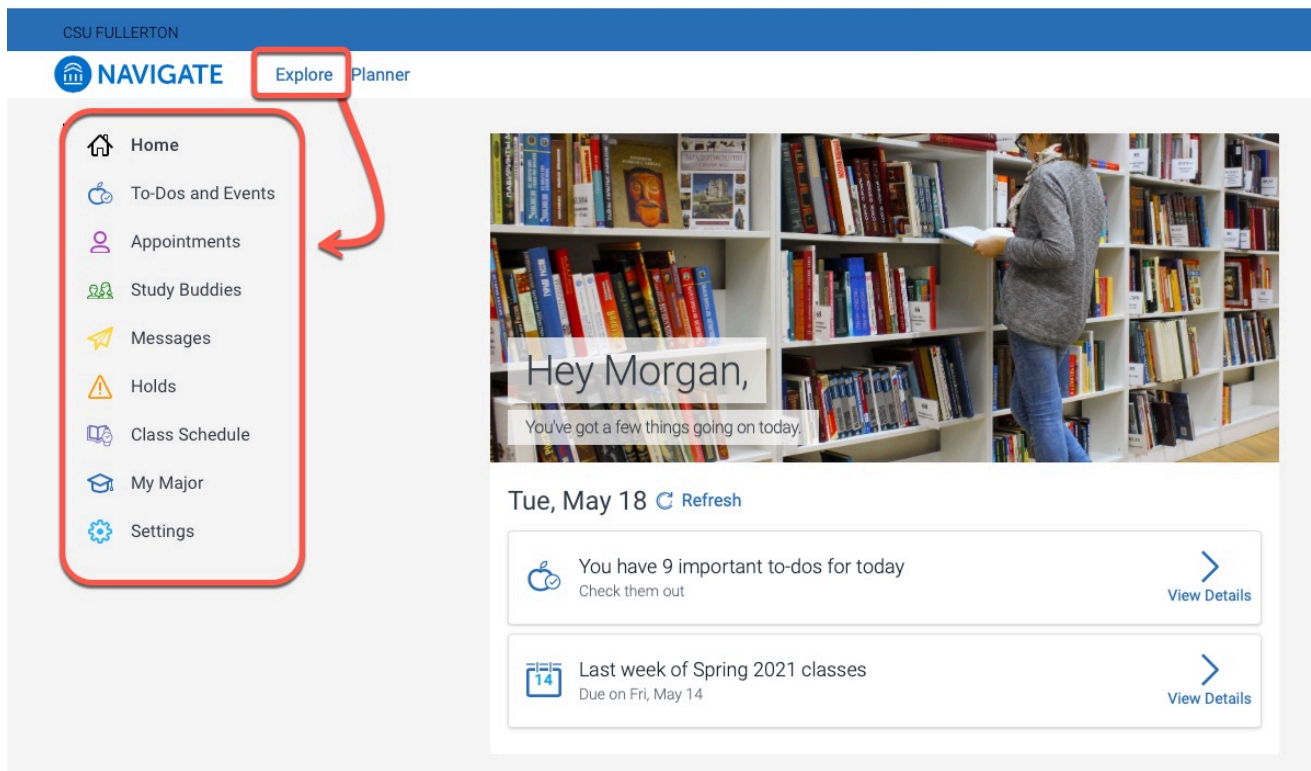
Planner Link

More information coming soon
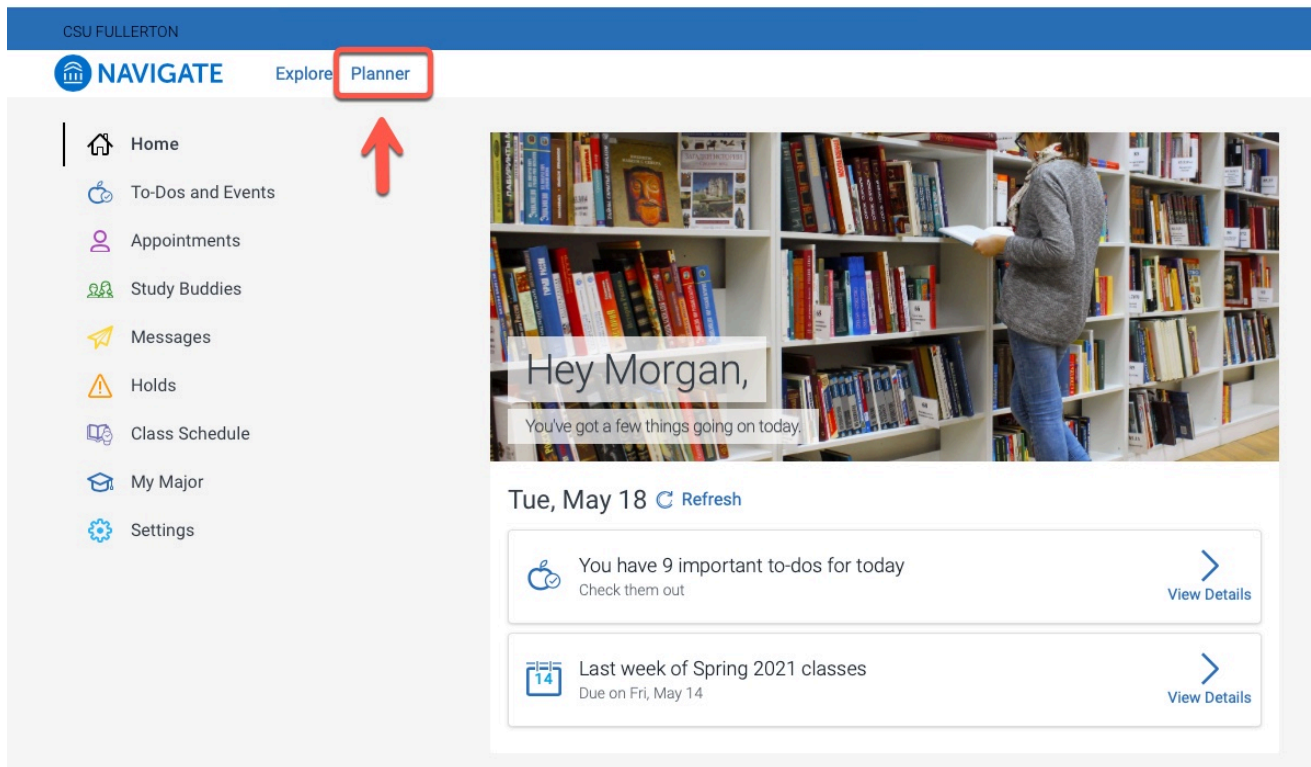
To Dos

You can access To Dos from your home page

Step 1:

Click on the **View Details** link to see more information

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Page 5
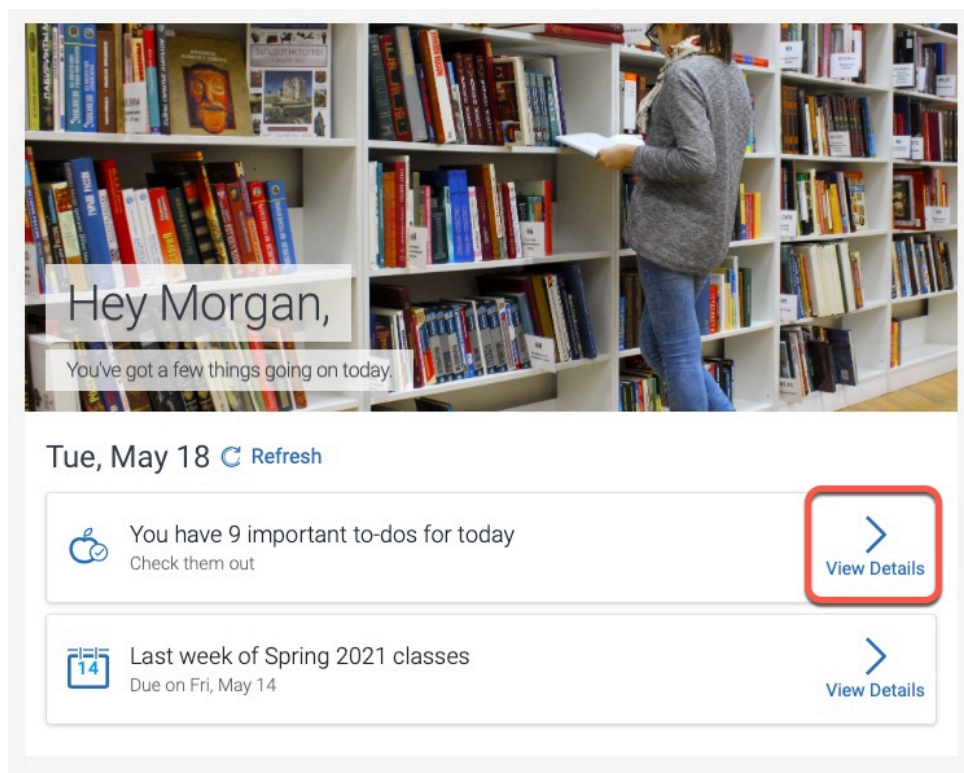
Step 2:

You can filter your list by clicking on the cylinder icon
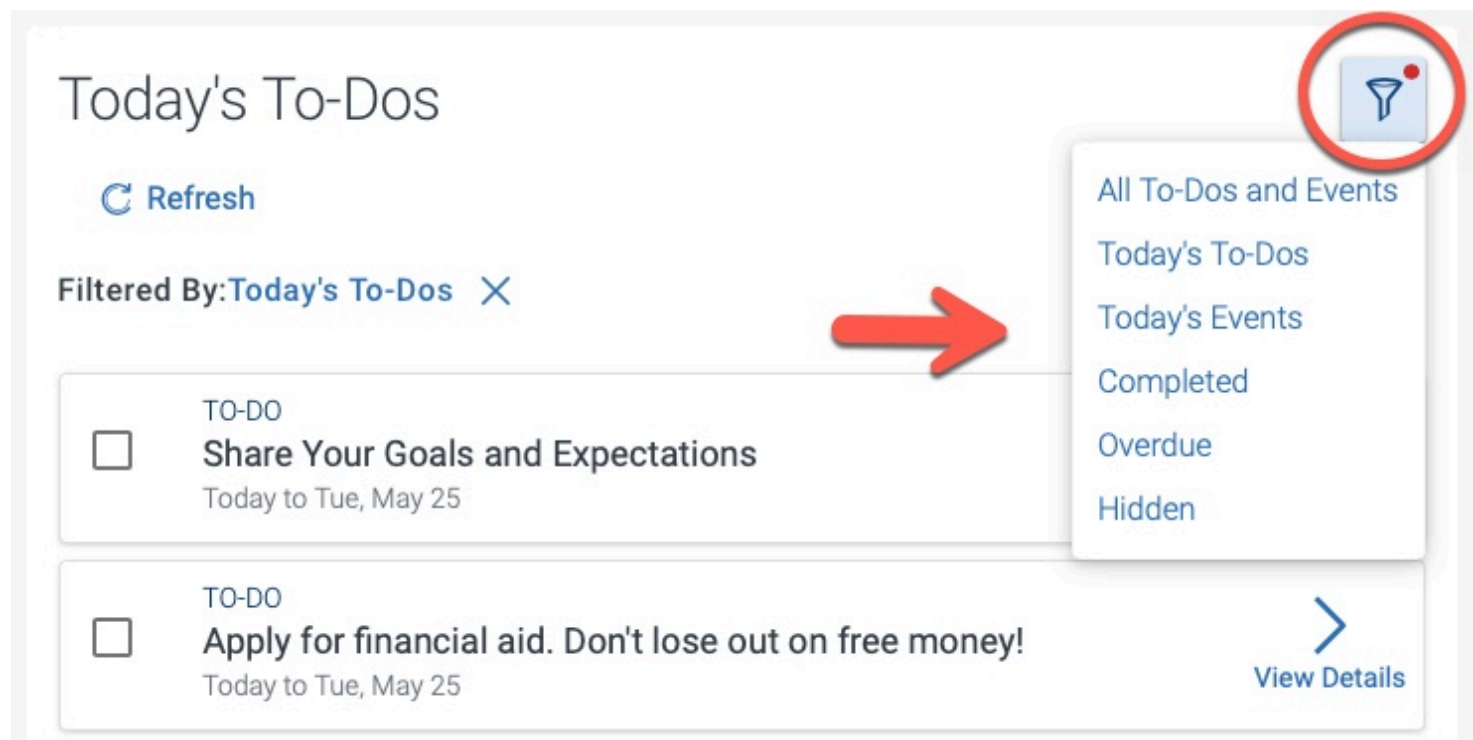
Step 3:

To drill down and see specific To Do details, click the **View Details** link
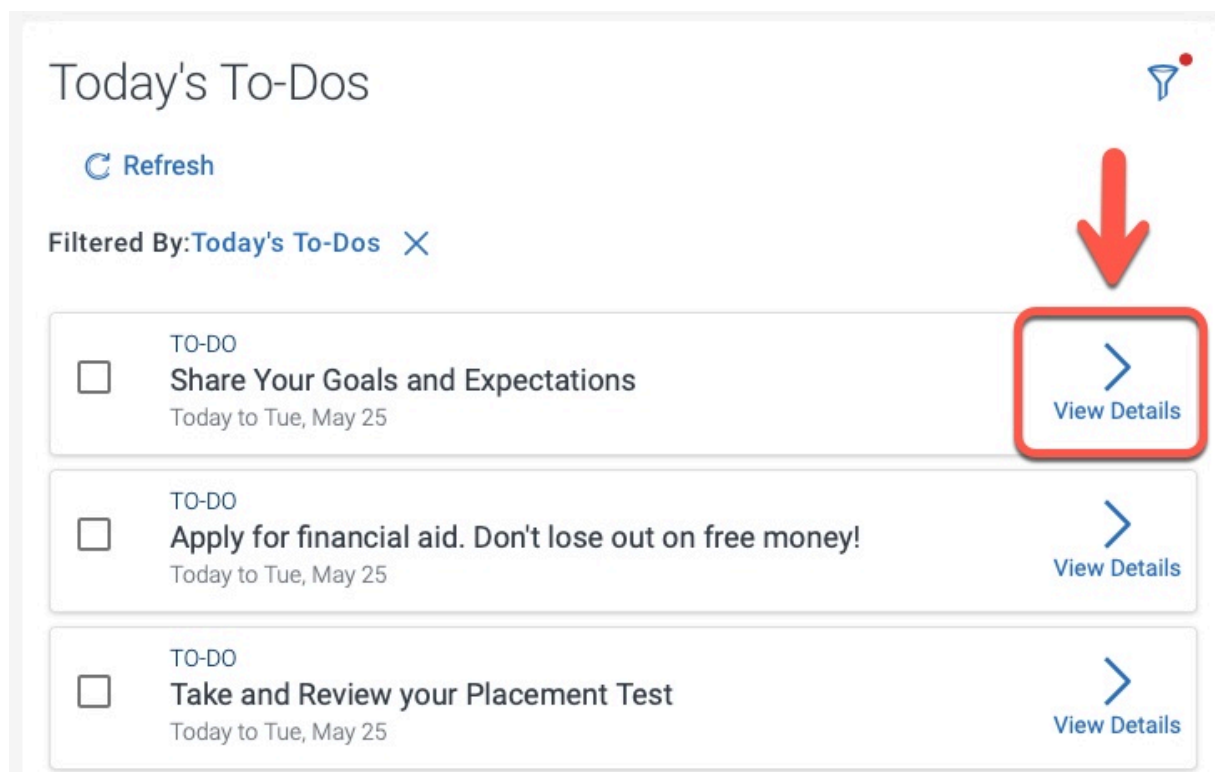
Step 4:

Click the activity link to start a To-Do item
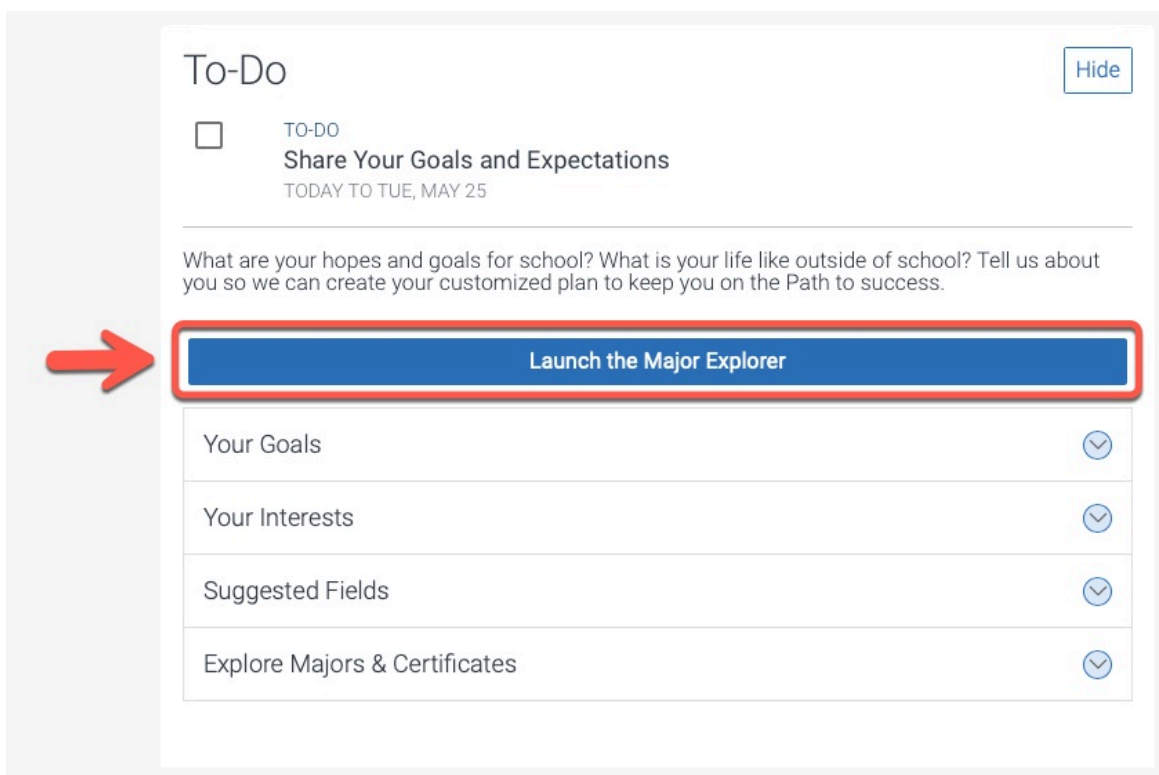
Step 5: (Optional)

If you want to remove an item from view, click the **Hide** button

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Page 8
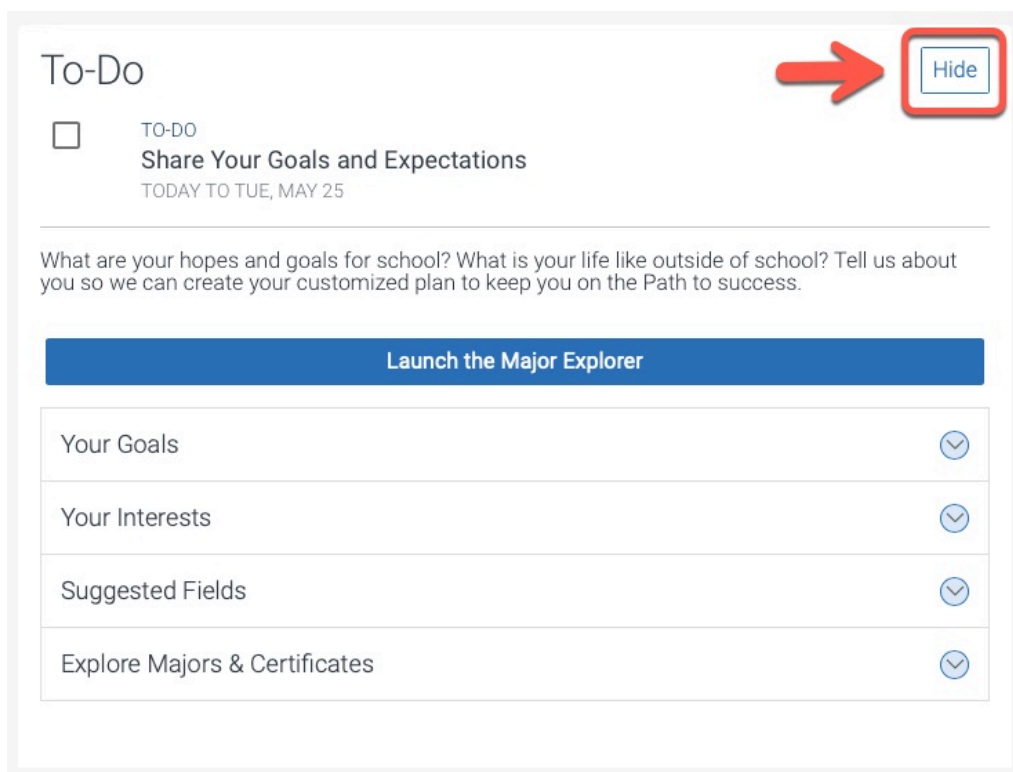
Events

You can also access events from your home page
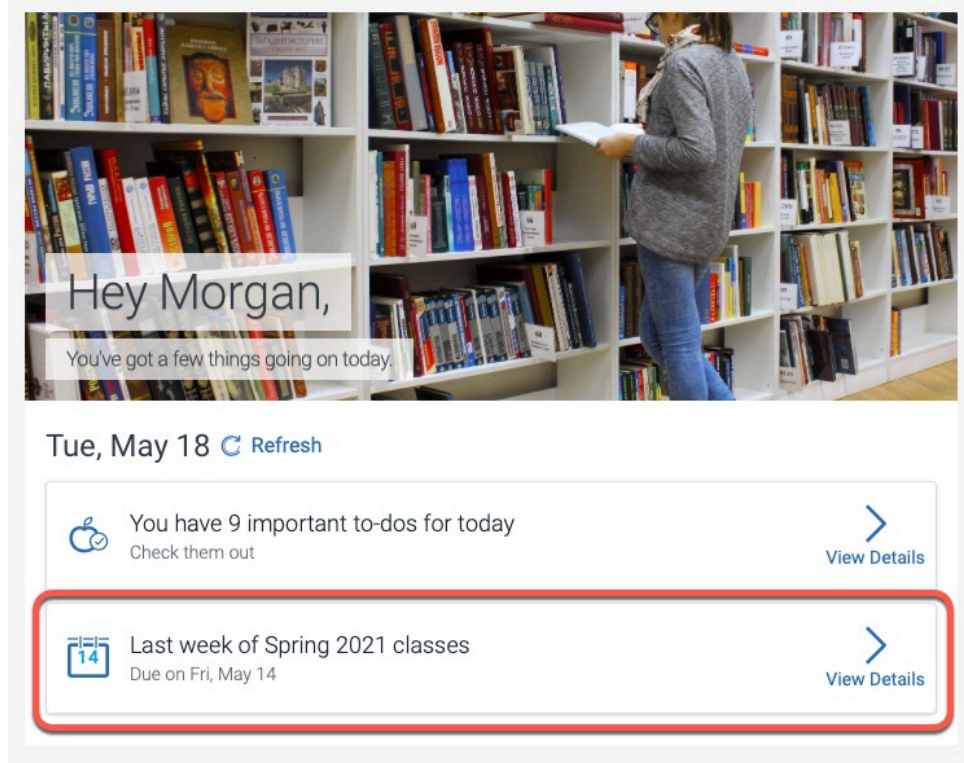
Step 1:

Click on the **View Details** link to see a list of events

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Page 9

Each event may have further information and links listed within it

Tabs

To-Dos and Events

Step 1:

Click on the **To-Dos and Events** link

The page will open to show To-Do items

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Page 11

Step 2:

Click on the **View Details** link to see more information

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Page 12

The page will open to show To-Do item details

Each To-Do item will have information or links to accomplish a specific task

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Page 13

Appointments

Step 1:

Click on the **Appointments** link

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Page 14

Step 2:

Click on the **Type** of appointment drop-down caret

Step 3:

Select the appropriate option by clicking on the radial dial

Step 4:

Click on the **Service** drop-down caret

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Page 16

Step 5:

Select the appropriate option by clicking on the radial dial

Step 6:

The system will default to today's date

To change the date, click on the **Pick a Date** drop-down caret

Step 7: (Optional)

You can change the month by clicking on the forward/backward arrows

Step 8:

Select the preferred date

The page will refresh to show appointment options:

A) You can start over by clicking on the **Start Over** link

B) You can change the date by utilizing the calendar

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New Appointment

Step 9:

Use the scroll bar (if necessary), select a time under your preferred date

Click on the time bubble to select

Step 10:

The page will refresh for you to review and confirm

Review the appointment details

Step 11:

Enter any comments you have for your appointment

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Step 12:

Enter your phone number if you would like a text reminder

Step 13:

Click the **Schedule** button to submit

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Page 22

Step 14:

The page will refresh to show your appointment has been scheduled

Step 15:

Click on the **View Appointments** button to view any appointments you have

Step 16:

Click on the **Schedule Another Appointment** button to schedule additional appointments

Study Buddies

Step 1:

Click on the **Study Buddies** link

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Page 24
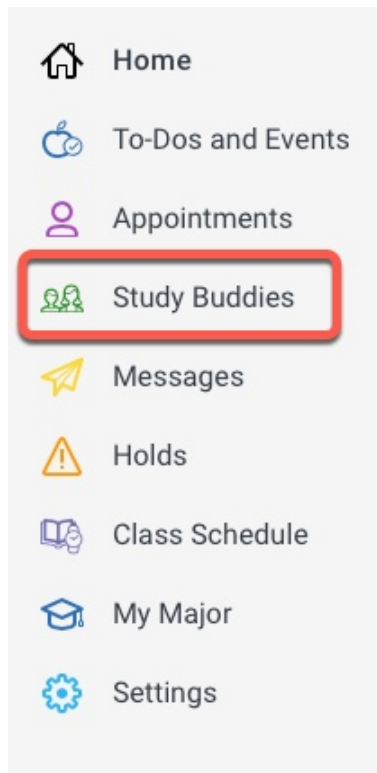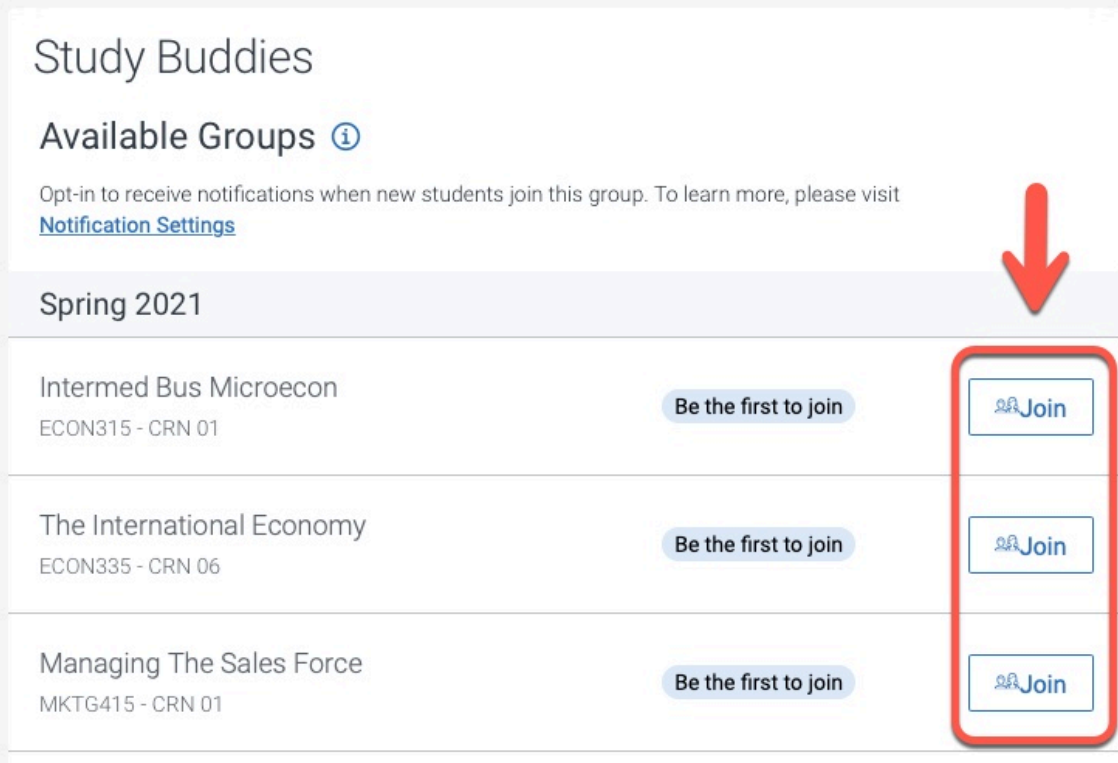
Step 2:

Click the **View Available Groups** button

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as of the day/time when it is downloaded. Please view the original web document for the current version.

Page 25
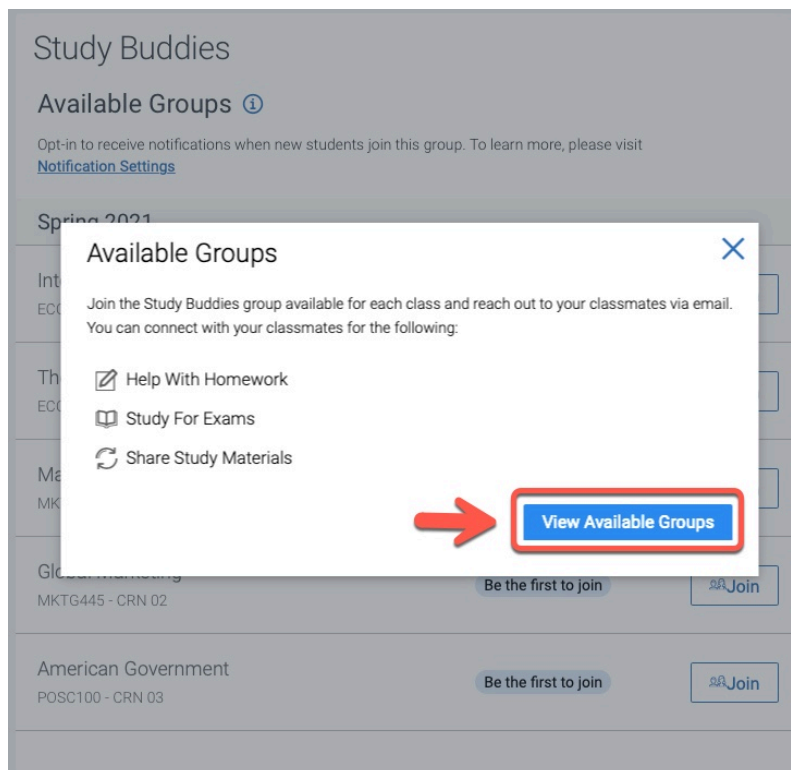
Step 3:

Click the **Join** button for the group(s) you would like to join
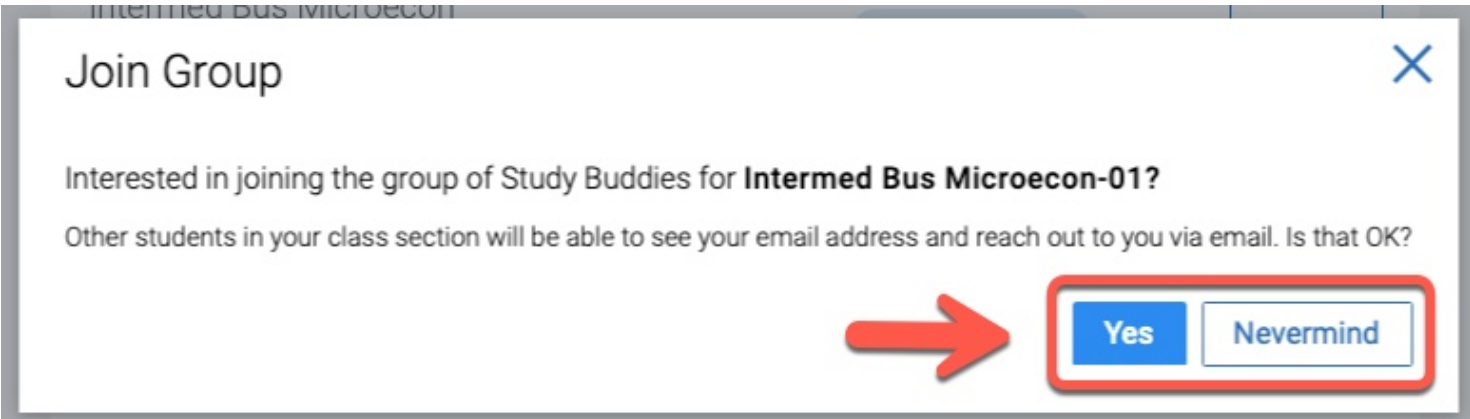
Step 4:

Click the **Yes** or **Nevermind** button to confirm action

The page will refresh to show that you have joined a group

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Step 5: (Optional)

To be notified of group status', such as when people join, click the **Notification Settings** link to set your preferences

Step 6: (Optional)

To leave a group, click the **Leave Group** button

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Messages

Step 1:

Click on the **Messages** link

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Page 28
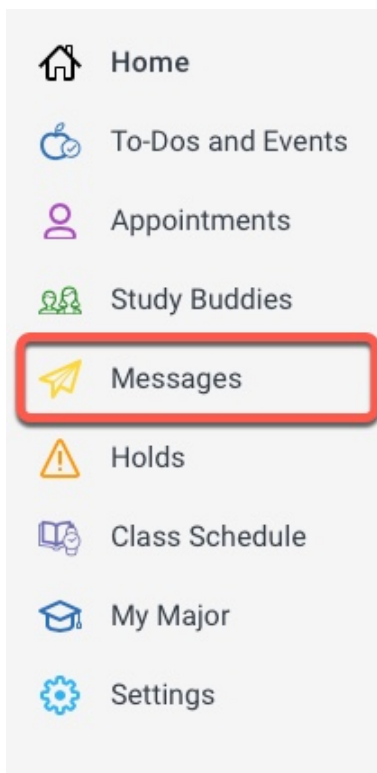
The page will open to show any messages you may have

Step 2:

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Page 29
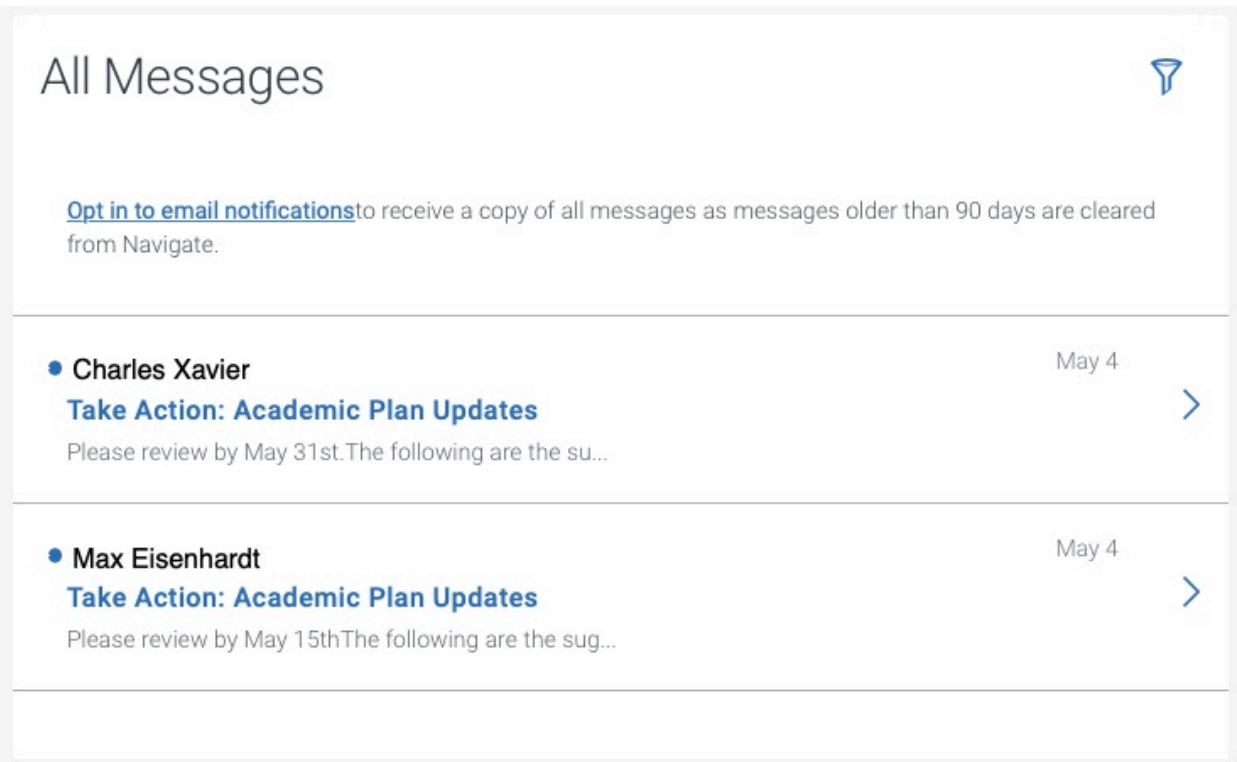
Click on the arrow to see message information
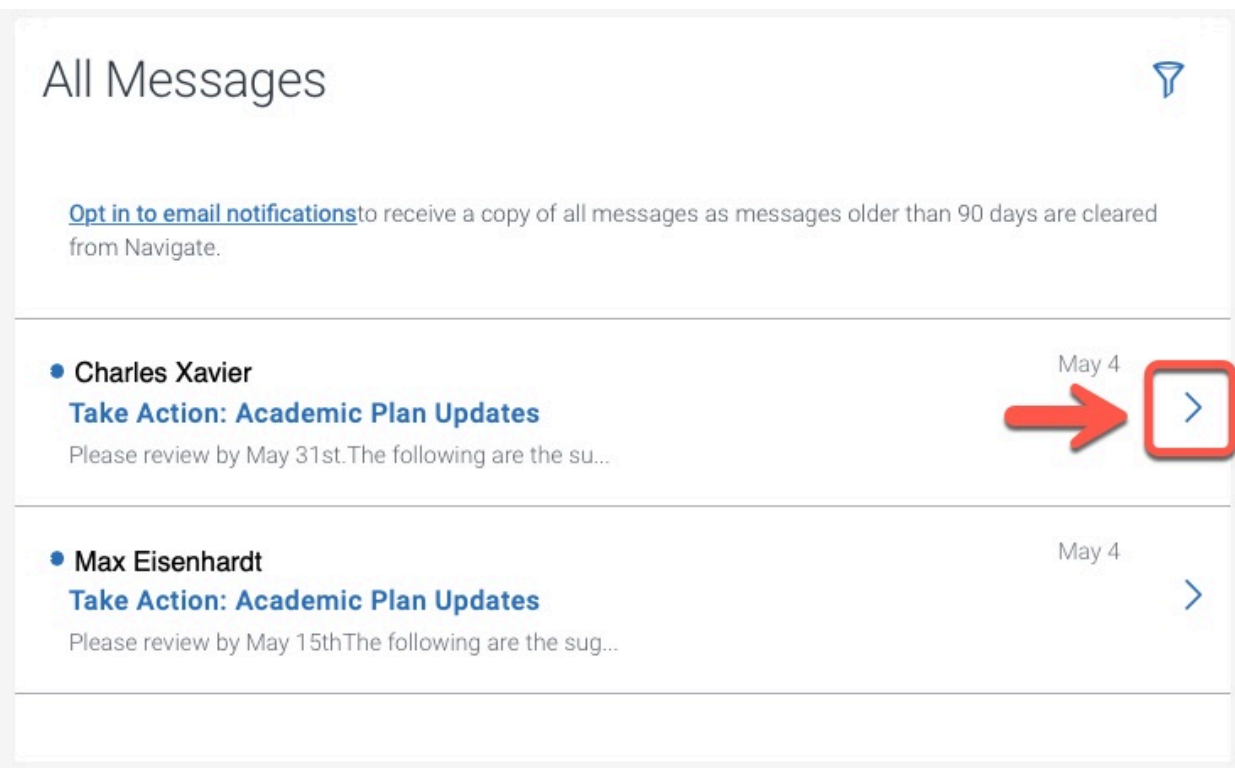
Step 3:

Read the message

Click the action button to resolve message request

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Step 4: (Optional)

You can click on the red flag to denote its importance

Notification Settings

Step 1:

Click the Messages link
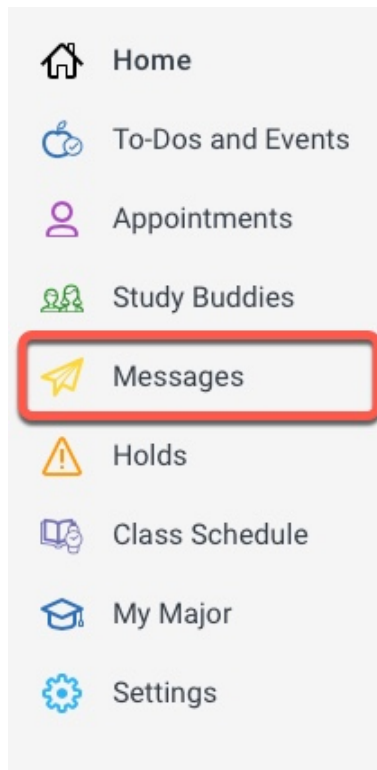
Step 2:

Click on the **Opt in to email notifications** link to ensure you receive notification of important emails
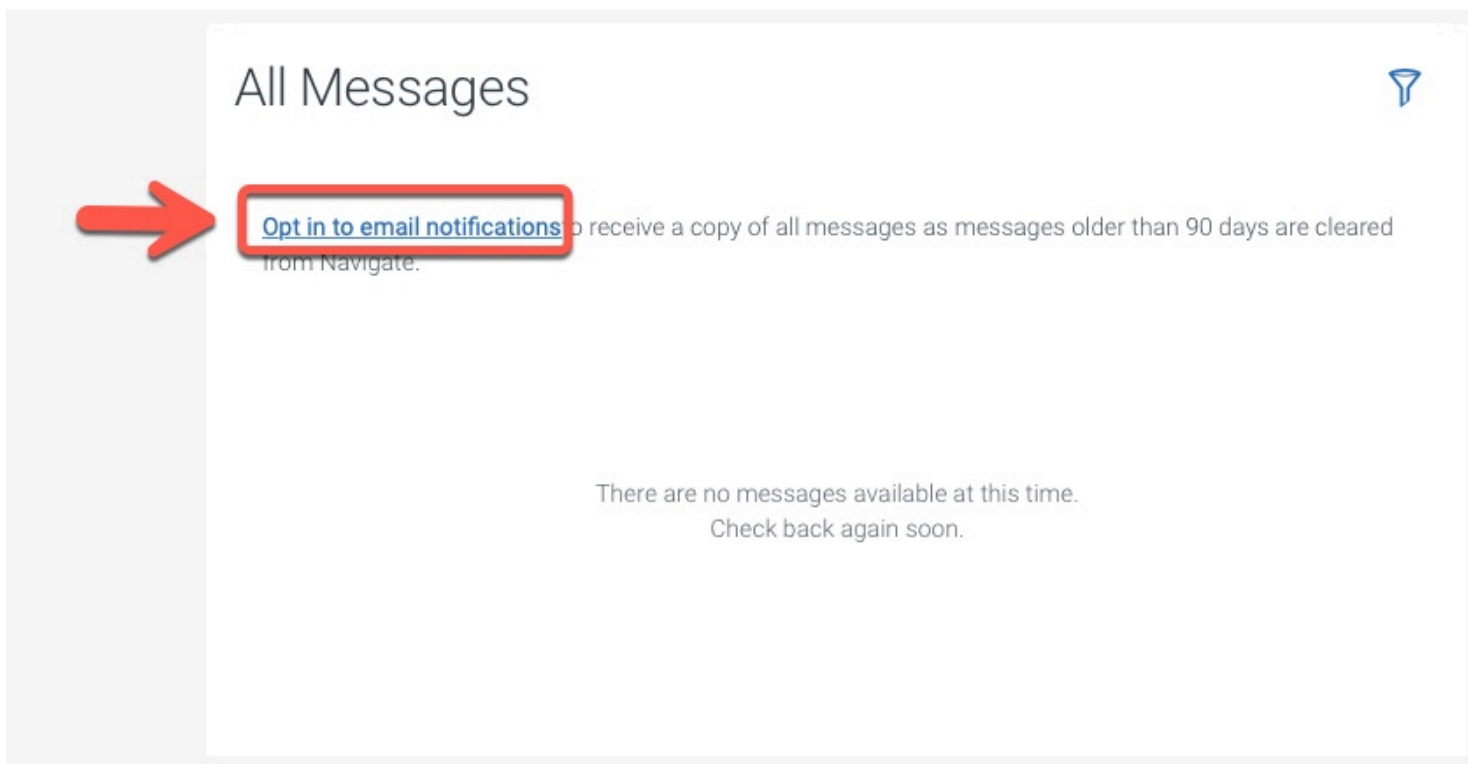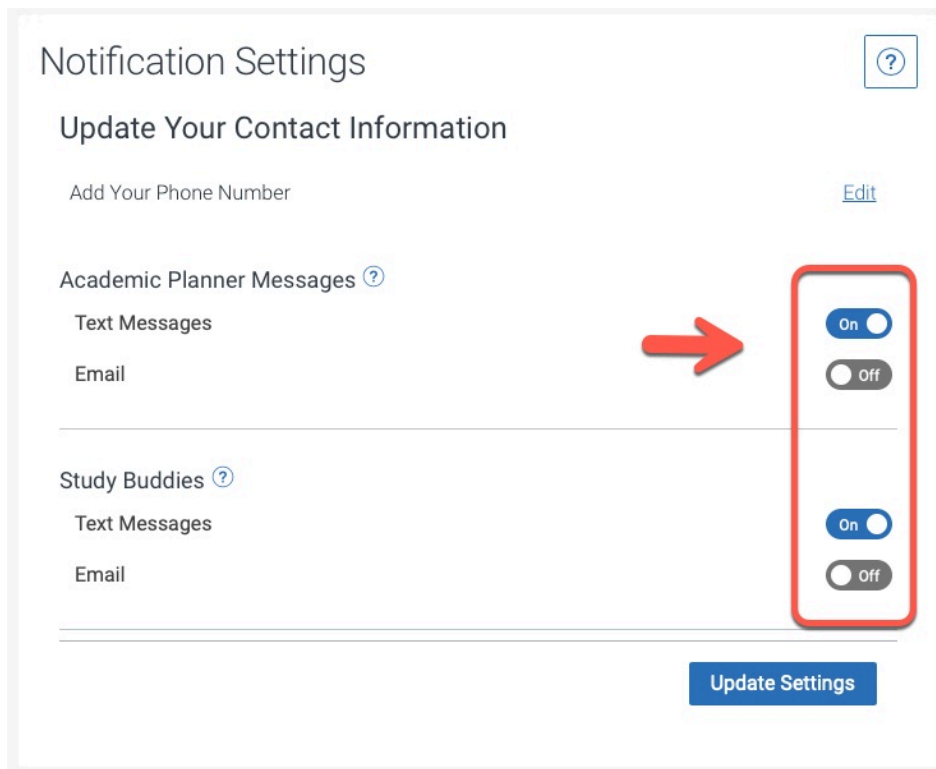
Step 3:

If your phone number is not already listed, click the Edit link

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Page 33
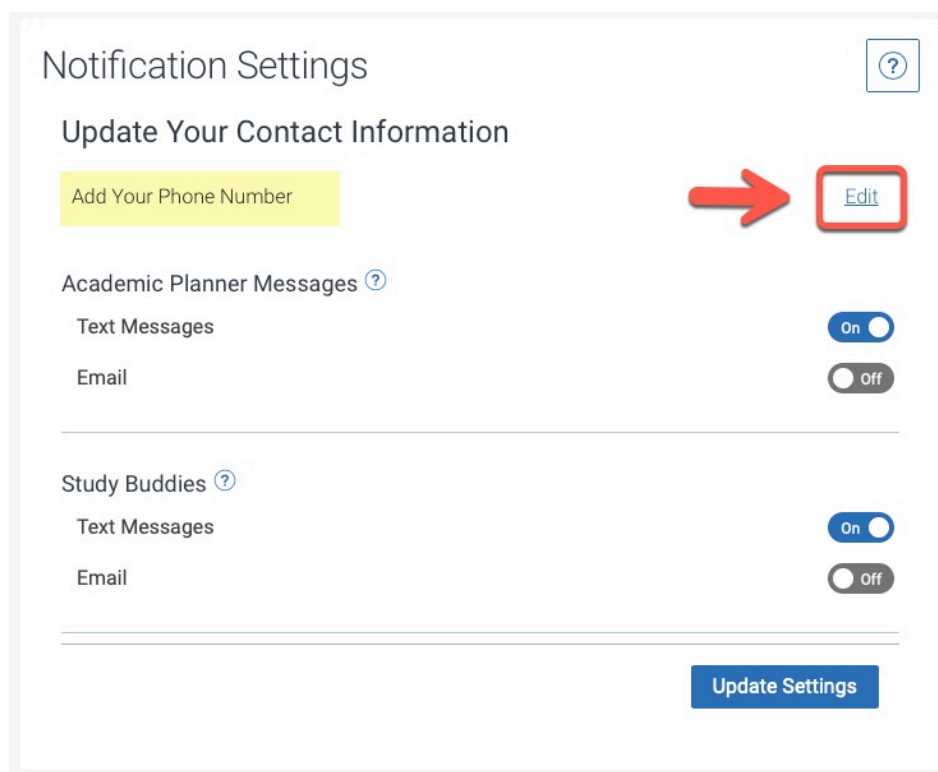
Step 4:

Review the settings to ensure they match your preferences

Step 5:

It is highly recommended to have Email set to **On**

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Holds

Step 1:

Click on the **Holds** link

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Page 35
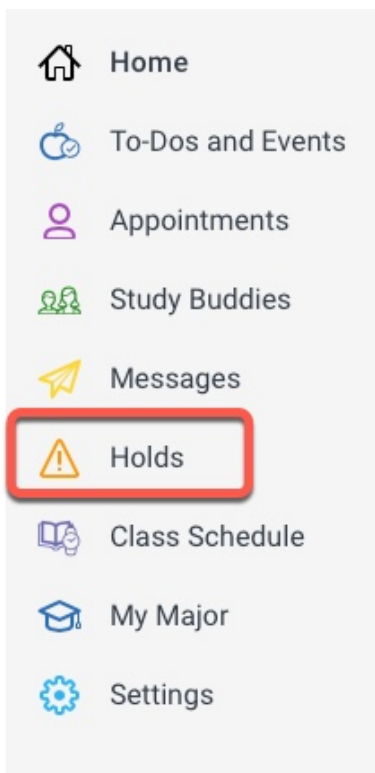
If you have any holds, they will be listed here

Step 2:

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Click on the **View Details** link to see more information about a hold

The screen will refresh to show you the hold information

Step 3: (Optional)

For your convenience, you can set an appointment from your Holds section

Click the **View Details** link to get started in setting an appointment
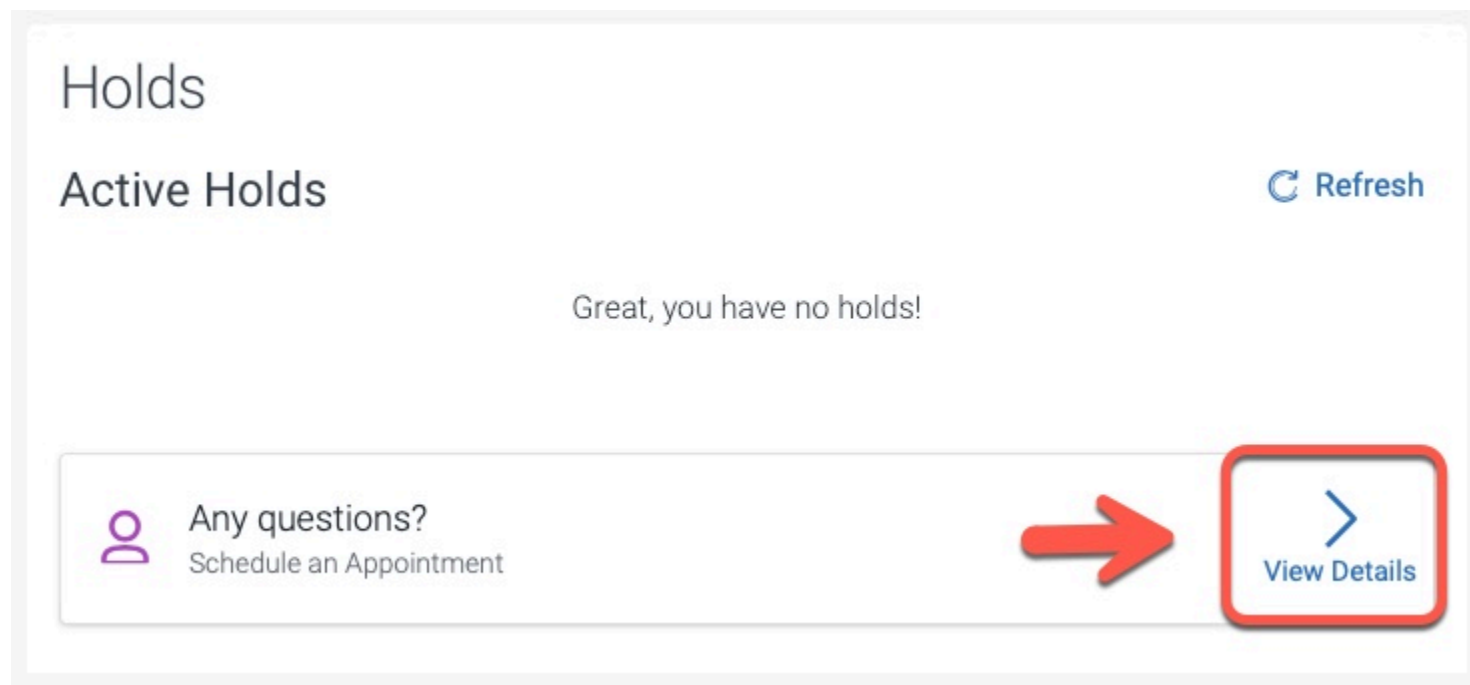
Class Schedule

Step 1:

Click the **Class Schedule** link
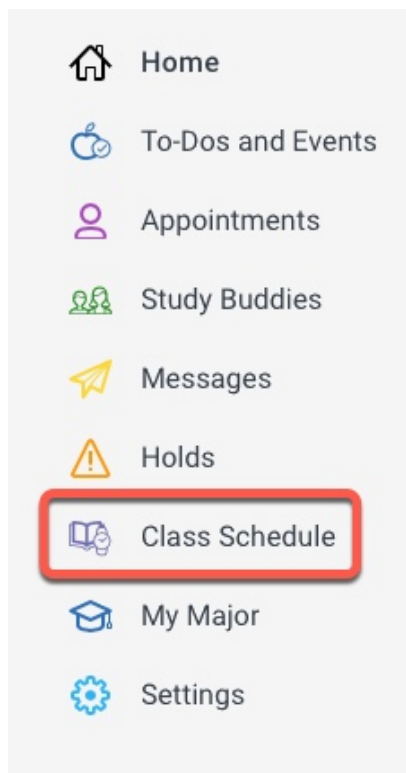
The page will open to show a **List View** of your class schedule

My Major

Step 1:

Click on the **My Major** link
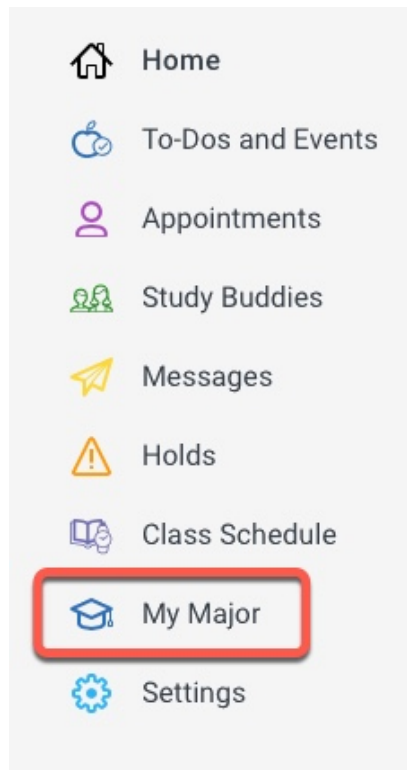
Step 2:

The page will open to show your major information

Click the **View More Details** link

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Step 3: (Optional)

You can work on / edit your academic plan by clicking the **Explore the academic plan** link

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The page will refresh to show your academic plan

Step 4: (Optional)

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To learn more about Career data, click on the **About our career data** link

A window with more information will open for your review

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Step 5: (Optional)

You also have the following features available to you:

A) **Take the major explorer**

Find majors and careers and talk with your advisor by clicking the corresponding **View Details** link

B) **View your placement test results**

View any placement test results by clicking the corresponding **View Details** link

C) **Any questions?**

Schedule an appointment with an advisor to ask any questions by clicking on the corresponding **View Details** link

Settings

Step 1:

Click on the **Settings** link
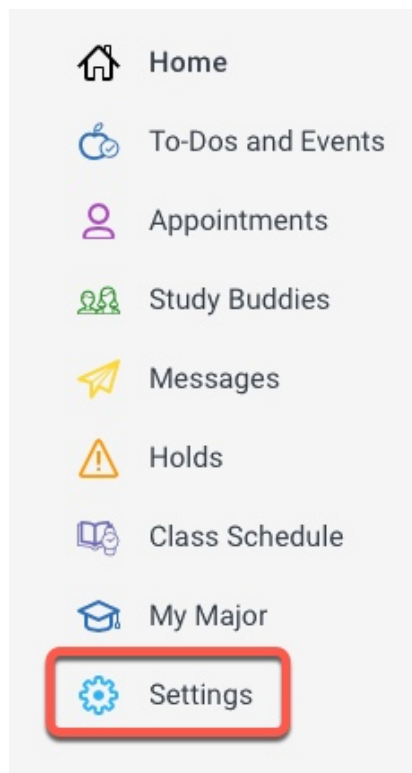
Step 2: (Optional)

Click on the **Favorites** link to see any items you have favorited

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as of the day/time when it is downloaded. Please view the original web document for the current version.

Page 45
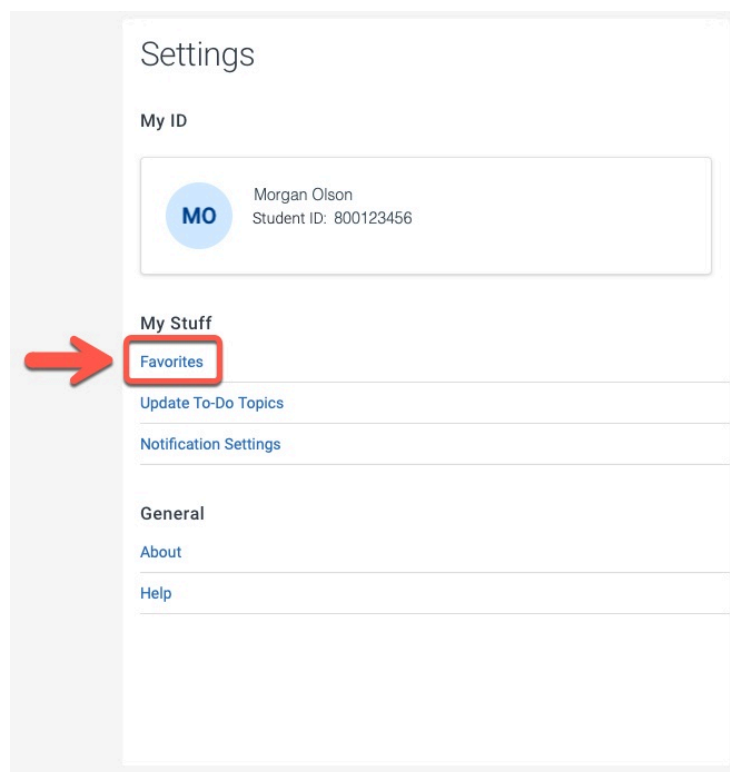
Throughout the site, you will see heart icons. Click the heart icon to favorite them

Appointments

Scheduling an Appointment

Step 1:

Click on the Type of appointment drop-down caret

Step 2:

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Select the appropriate option by clicking on the radial dial

Step 3:

Click on the **Service** drop-down caret

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Step 4:

Select the appropriate option by clicking on the radial dial

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Step 5:

The system will default to today's date

To change the date, click on the **Pick a Date** drop-down caret

Step 6: (Optional)

You can change the month by clicking on the forward/backward arrows

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Step 7:

Select the preferred date

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The page will refresh to show appointment options:

A) You can start over by clicking on the **Start Over** link

B) You can change the date by utilizing the calendar

Step 8:

Use the scroll bar (if necessary), select a time under your preferred date

Click on the time bubble to select

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CX Charles Xavier
College of Communications Student Success Center (CP-210)
View Drop-in Times

Mon, May 24th

8:00 - 8:30 AM | 8:30 - 9:00 AM | **9:00 - 9:30 AM** | 9:30 - 10:00 AM | 10:00 - 10:30 AM | 10:30 - 11:00 AM | 11:00 - 11:30 AM | 11:30 - 12:00 PM | 12:00 - 12:30 PM | 12:30 - 1:00 PM | 1:00 - 1:30 PM | 1:30 - 2:00 PM | 2:00 - 2:30 PM
2:30 - 3:00 PM | 3:00 - 3:30 PM

Show more ⌄

> ℹ️ **Meeting Types are a new feature in TitanNet Student!**
>
> Many appointments now have the option to schedule as In-Person or Virtual/Online

Step 9:

Click the **How would you like to meet?** drop-down caret or click in field to select the appropriate choice.

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Page 52
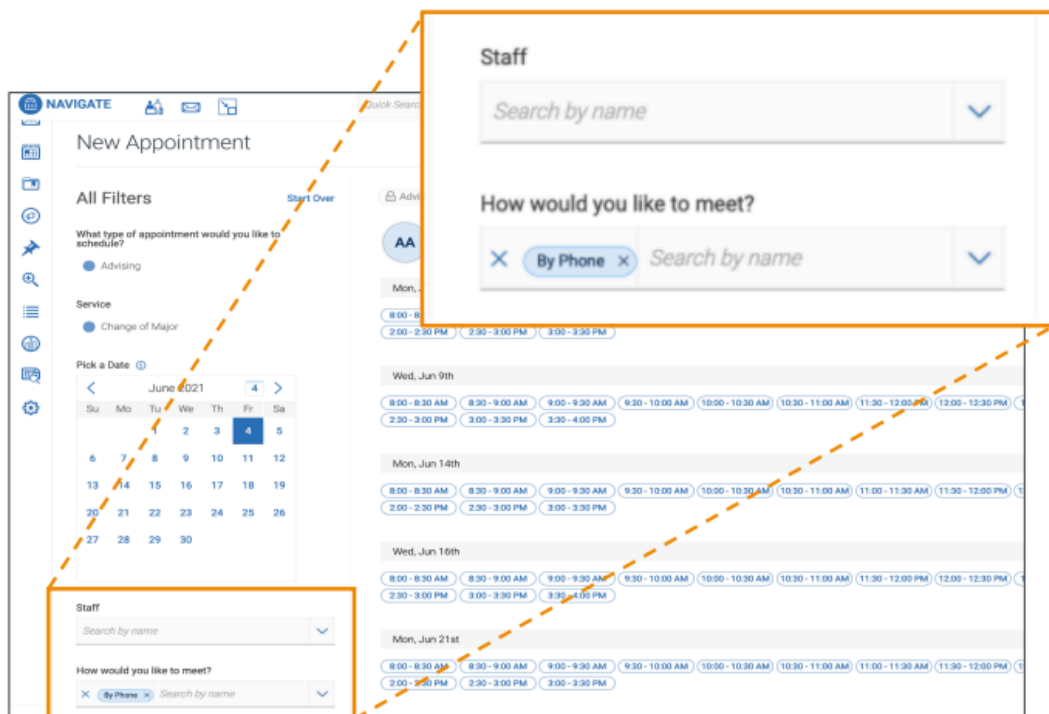
Note: Some departments offer both In-Person and Virtual/Online, while others may only provide one Meeting Type.

Step 10:

The page will refresh for you to review and confirm

Review the appointment details

Step 11: (Optional)

Enter any comments you have for your appointment

Step 12:

Enter your phone number if you would like a text reminder

Step 13:

Click the **Schedule** button to submit

The page will refresh to show your appointment has been scheduled
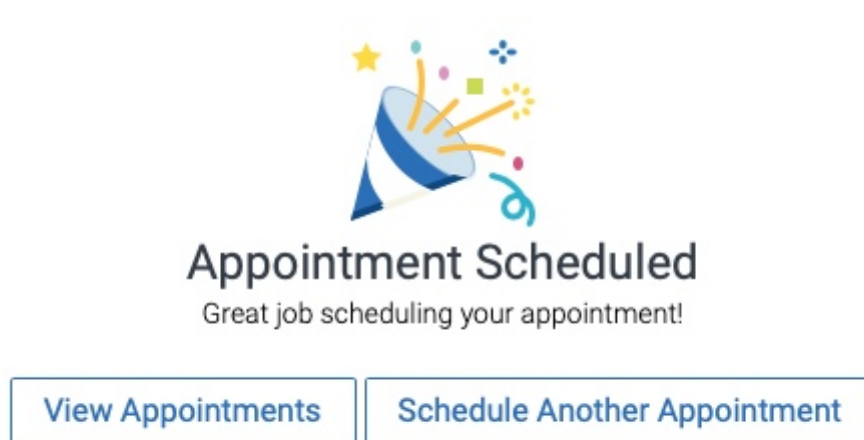
Step 14: (Optional)

Click on the **View Appointments** button to view any appointments you have

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Appointment Scheduled

Great job scheduling your appointment!

View Appointments   Schedule Another Appointment
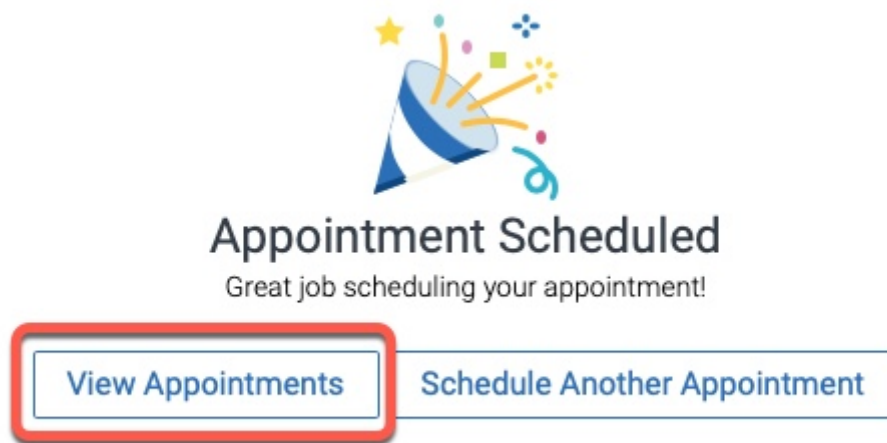
Step 15: (Optional)

Click on the **Schedule Another Appointment** button to schedule additional appointments

Appointment Scheduled

Great job scheduling your appointment!

View Appointments   Schedule Another Appointment
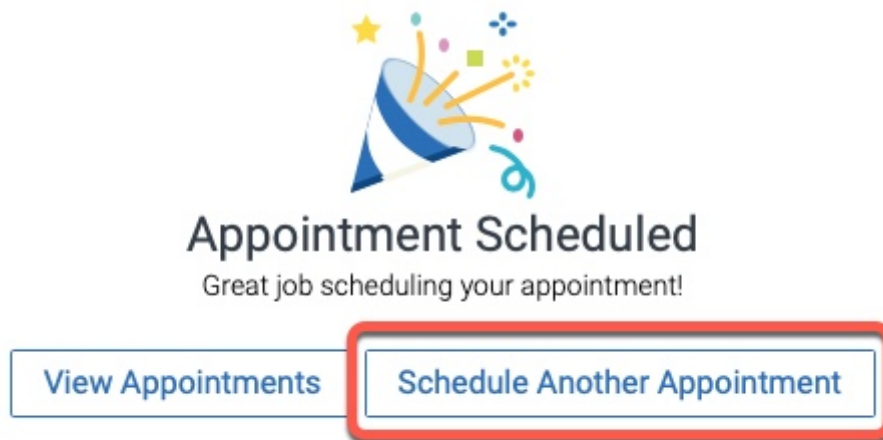
Cancelling an Appointment

Step 1:

Click on the **Appointments** link

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Page 56
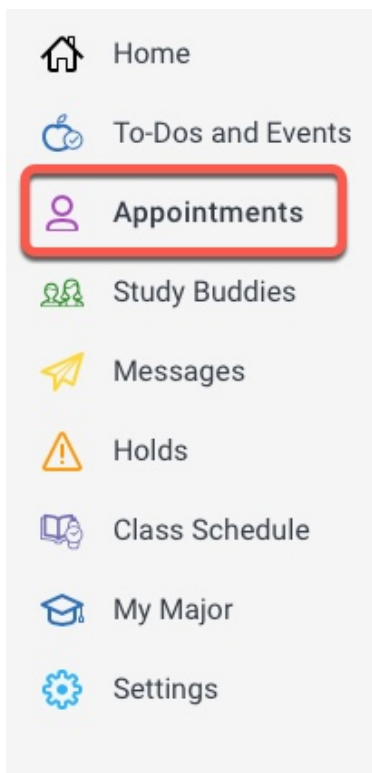
Step 2:

Click on the **Upcoming** tab to see your appointments
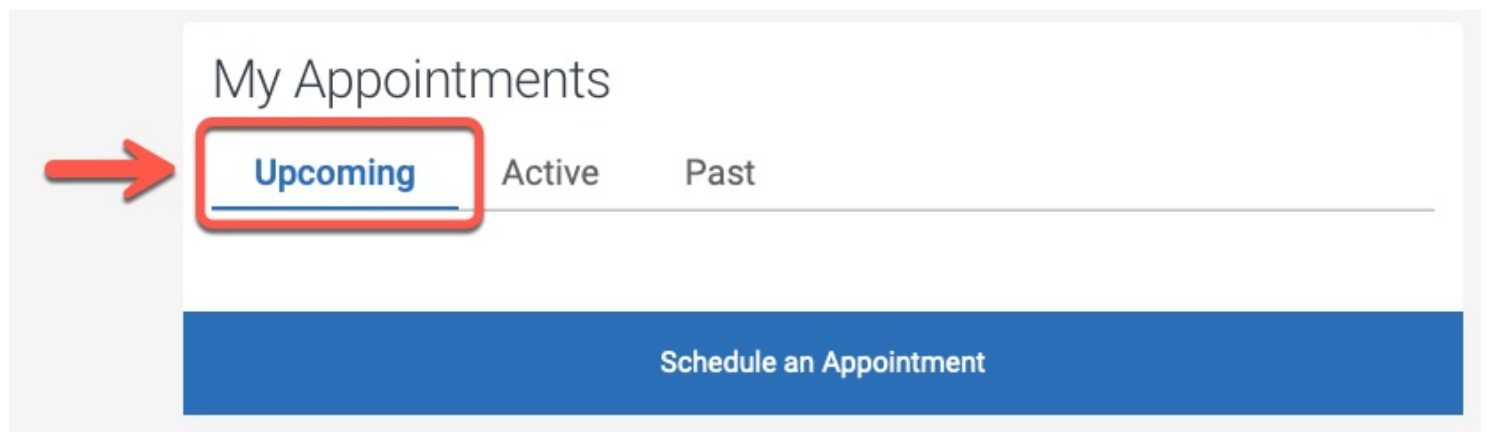
Step 3: (Optional)

You can edit the appointment instead of cancelling it by clicking the **edit** link

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Step 4:

To cancel the appointment, click the **Cancel Appointment** link

Step 5:

Click the **Reason** drop-down caret

Step 6:

Select the appropriate reason

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Page 59
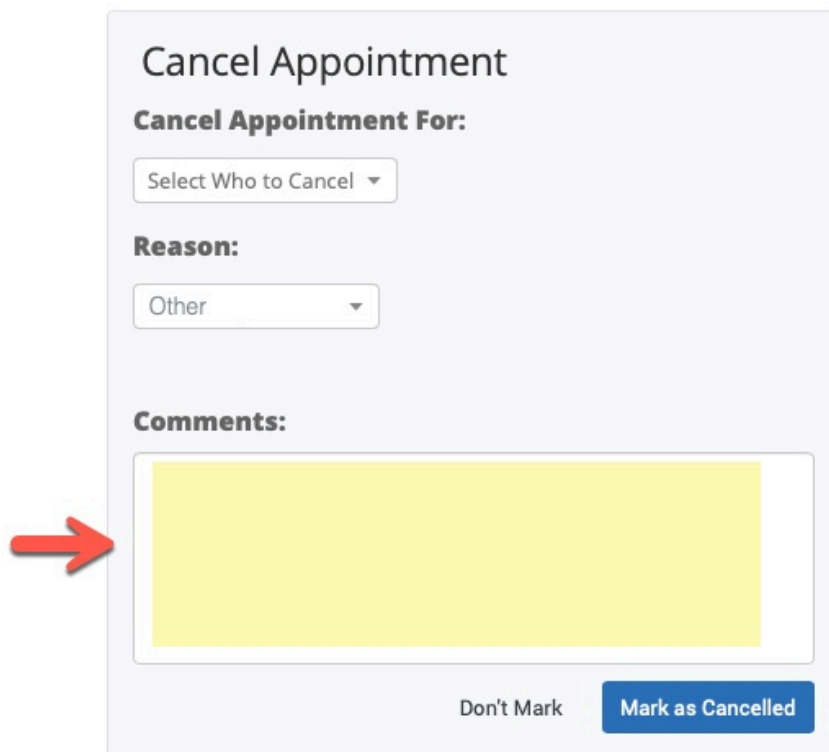
Step 7:

If **Other** is selected, please leave a comment as to the general reason for cancelling

Step 8:

Click the **Mark as Cancelled** button

Step 9:

Click the **Exit** button

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Mobile

Getting Started

Step 1:

Find the **Navigate Student** app via the respective app store or QR Code:

A) App stores:

 Apple Store

Google Play

B) QR Code

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Step 2:

Download the app

(App store sample shown below)
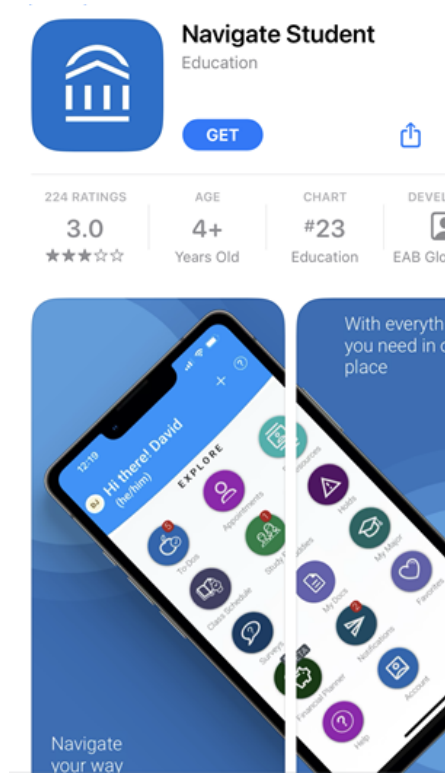
Step 3:

After opening the app, type in 'Fullerton' to find California State University, Fullerton and select it

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Welcome to Navigate!
Search above by school name or abbreviation.
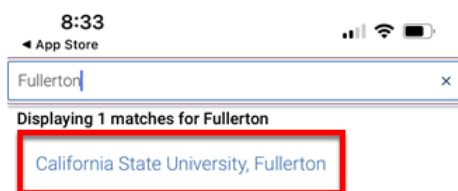
Step 4:

Tap the '**Login with your school account**' button

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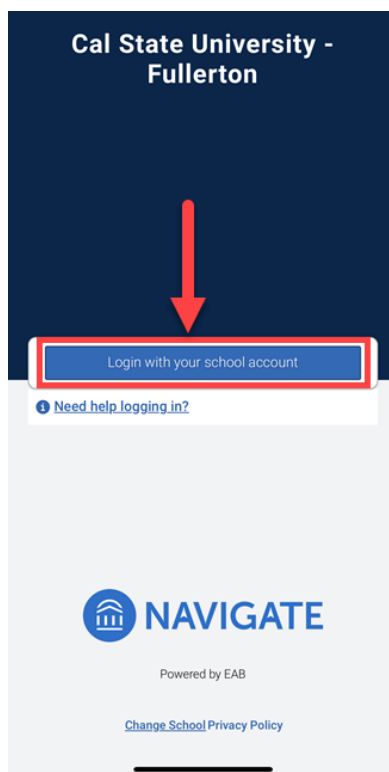
Step 5:

Enter your campus username and password. Then click **Login**. You'll also be prompted to authenticate with Duo.

> ℹ️ New to Duo?
>
> [View Duo guides for Students](#)
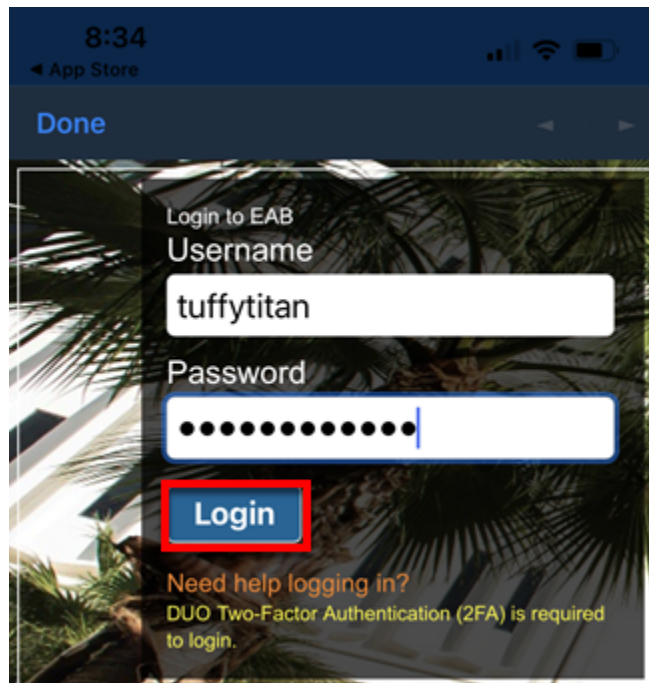
Step 6:

Tap the **I Accept** Terms of Use button

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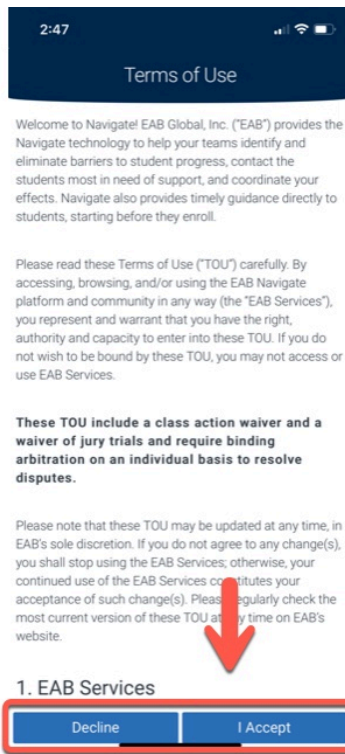
Step 7: (Recommended)

Tap on the **Next** button to take a tour of the app
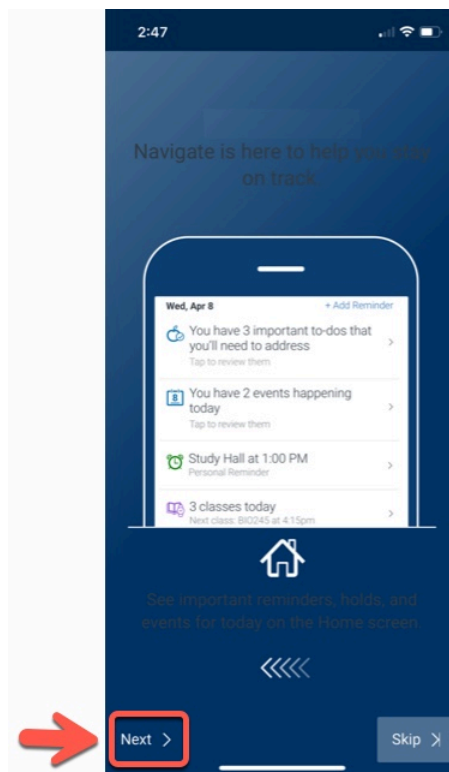
Step 8: (Optional)

Tap the **Allow Push Notifications** buttons

This will help ensure you receive important communications
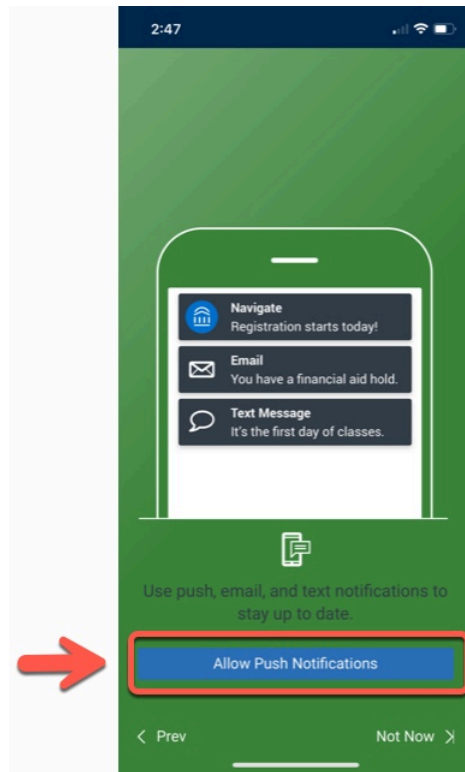
Step 9:

Tap the **Submit** button

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You will be taken to the home screen

Menu button:

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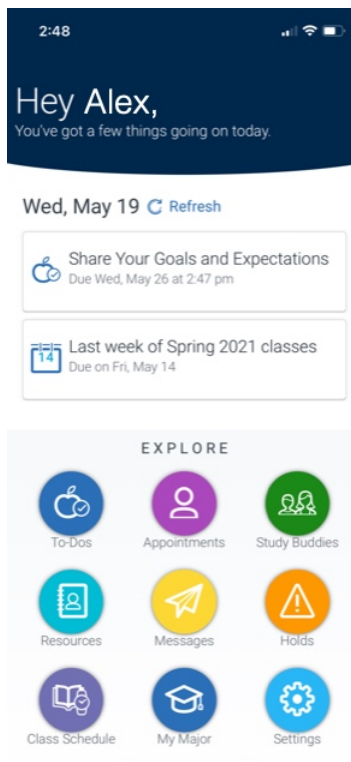
Tapping on the menu button will bring up the navigation icons

Navigation icons

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as of the day/time when it is downloaded. Please view the original web document for the current version.

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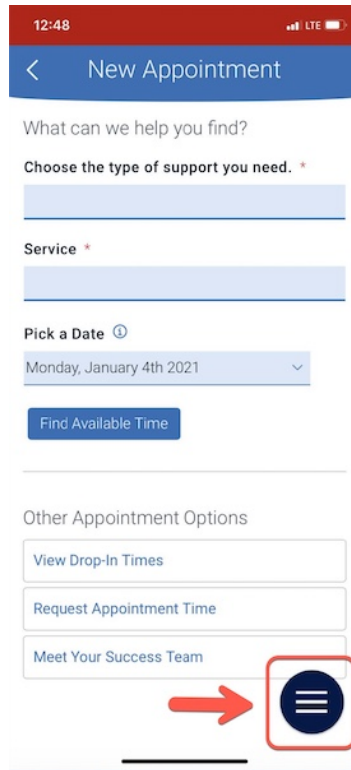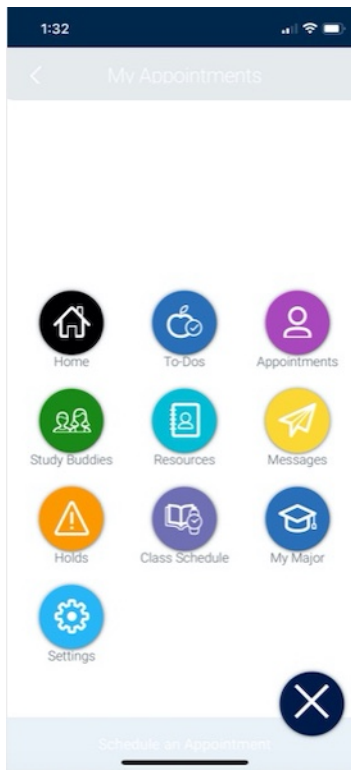
Mobile - Appointment

Step 1:

Tap the following fields to select the appropriate option:

A) Type of support

B) Service

Your selections will show above the field after selected

Step 2:

The date will default to today's date
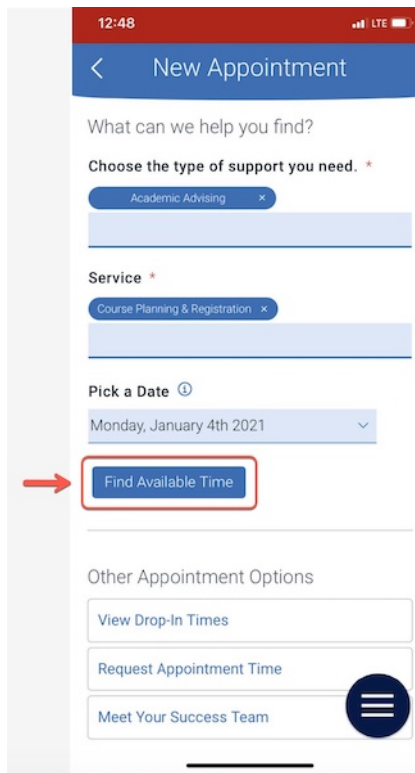
Tap the drop-down caret to select another date if needed

Step 3:

Tap the **Find Available Time** button to select a time

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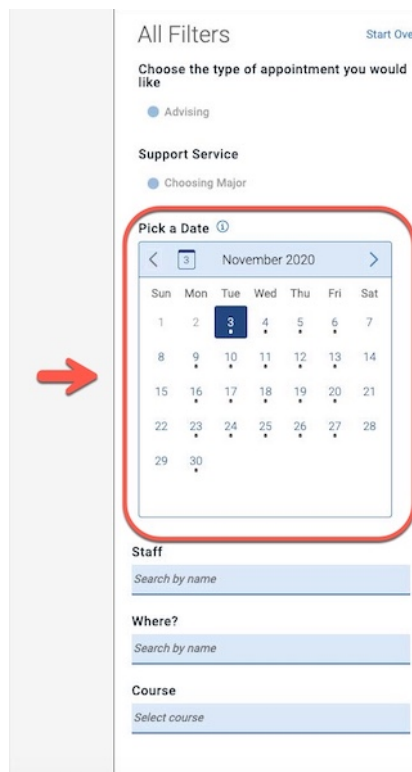
Step 4: (Optional)

You can tap on the calendar to change the date if needed

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as of the day/time when it is downloaded. Please view the original web document for the current version.

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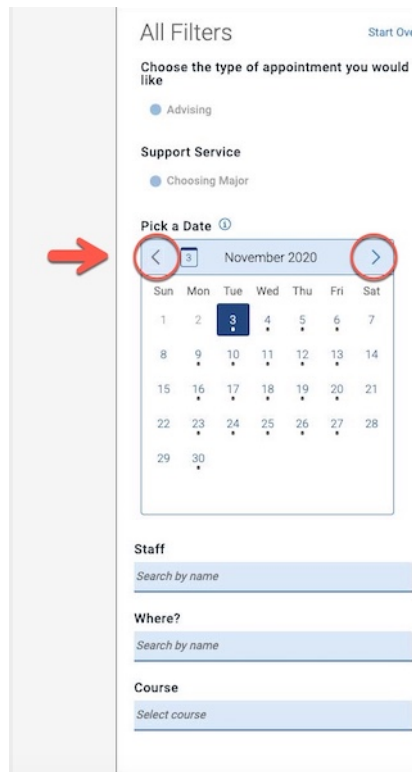
If you want to change the date, you can use the back / forward arrow to change the month

Step 5:

Tap on the **Staff** field tp search and select a Staff member you would like to meet with

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Step 6: (Optional)

Tap the **Where?** field to select a location
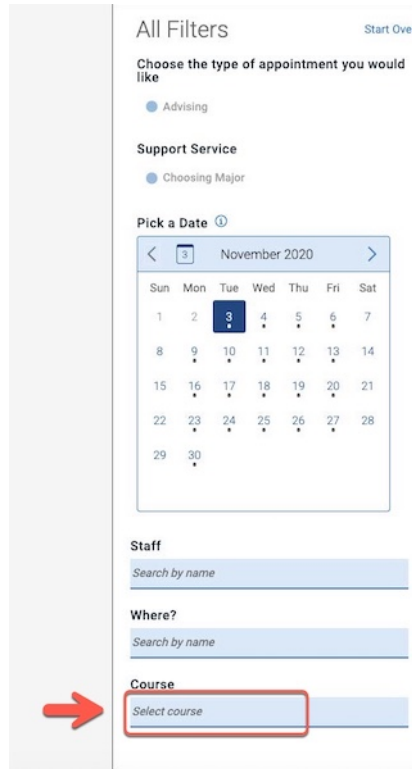
Step 7 (Optional)

Tap on the **Course** field to specify a course

Step 8:

Select an appropriate time by tapping on a time bubble

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as of the day/time when it is downloaded. Please view the original web document for the current version.

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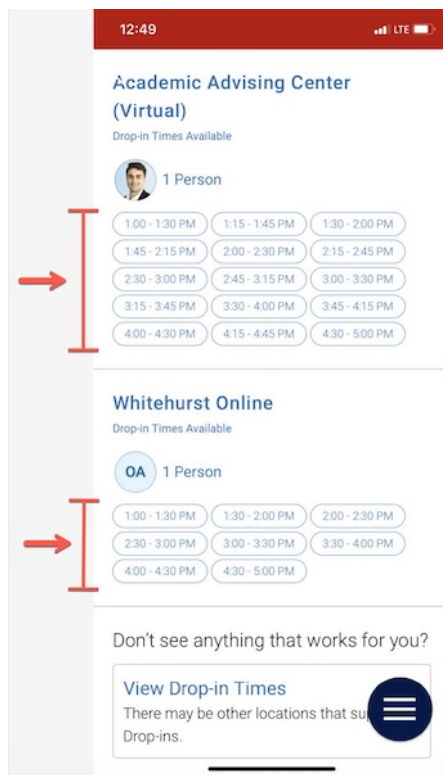
Step 9:

Review the information provided in the Review Detail screen

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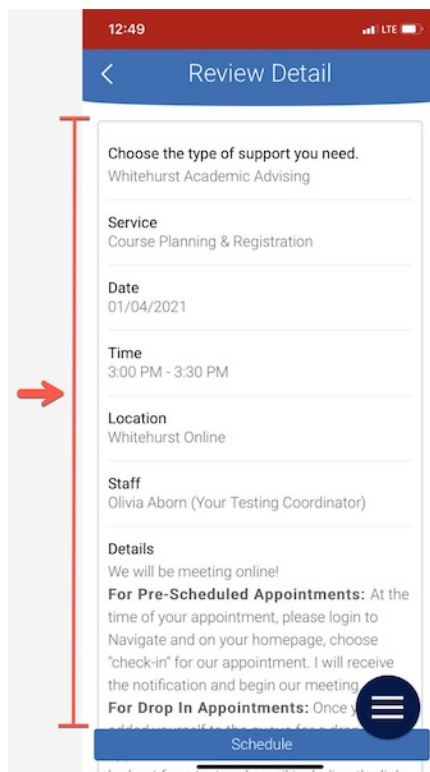
Step 10:

Tap the **Schedule** button
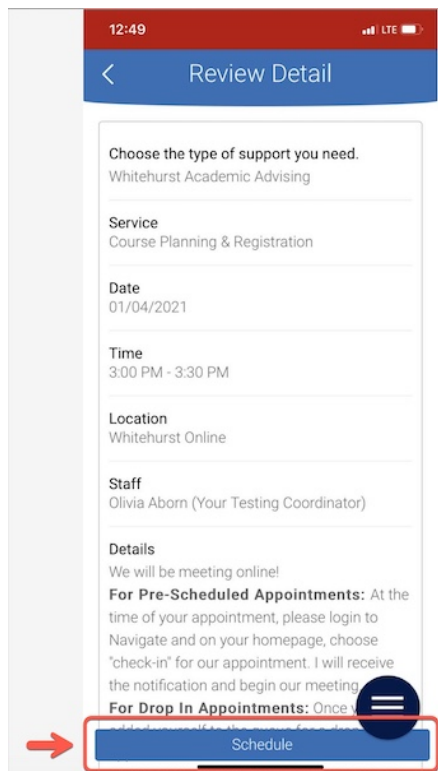
The screen will refresh to show your appointment was scheduled

Step 11: (Optional)

Tap the **View Appointments** to view any appointments you have

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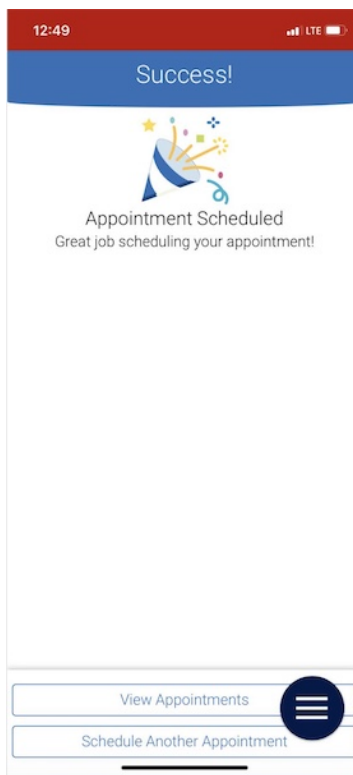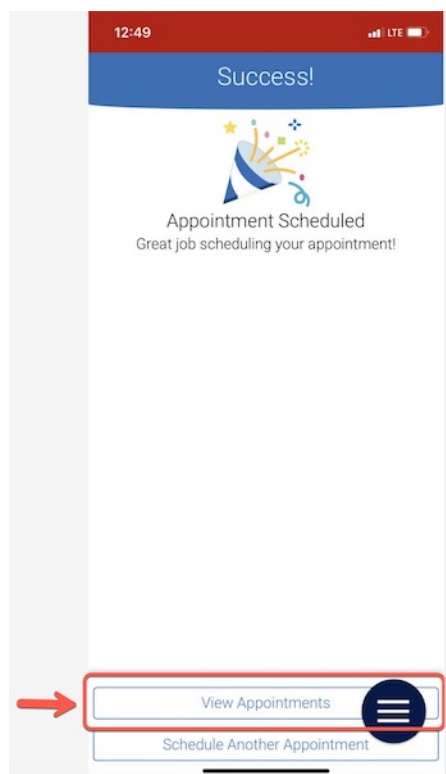as of the day/time when it is downloaded. Please view the original web document for the current version.

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Step 12: (Optional)

Tap on the **Schedule Another Appointment** button to schedule additional appointments
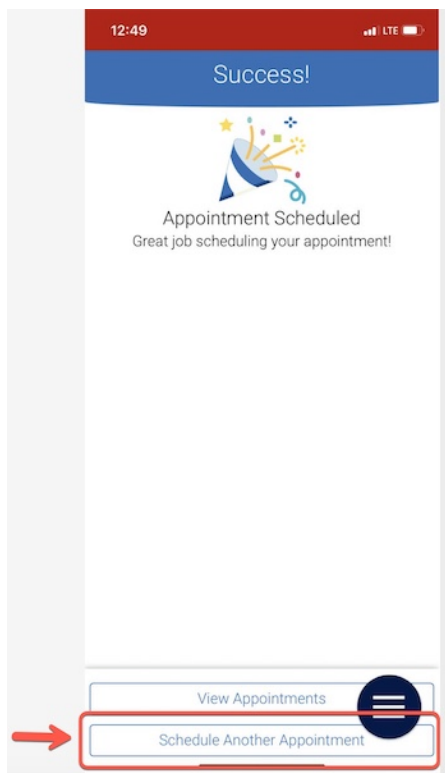
Need More Help?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888 for additional assistance.

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