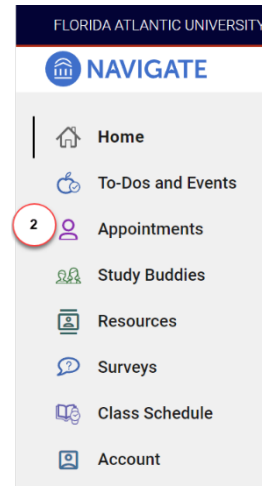
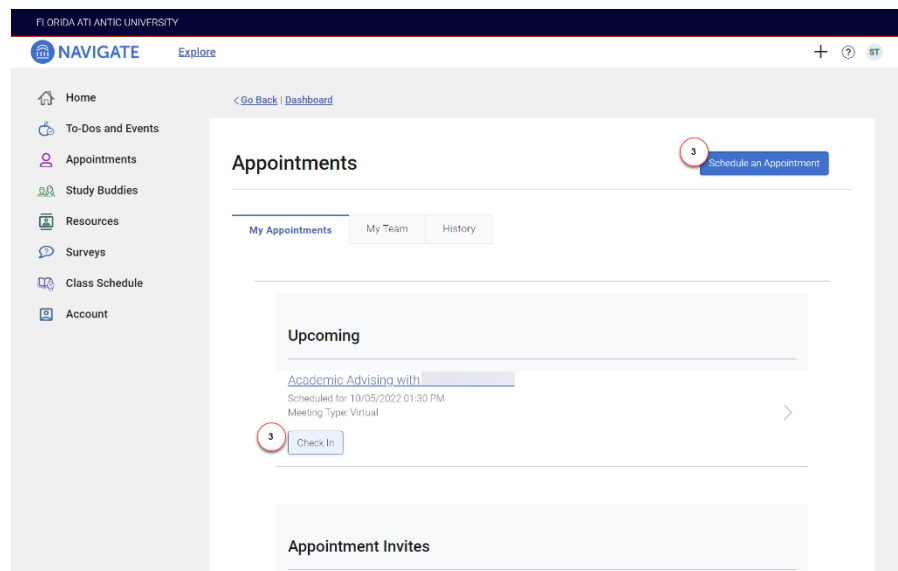


# Virtual Sign-in Appointments & Drop-ins

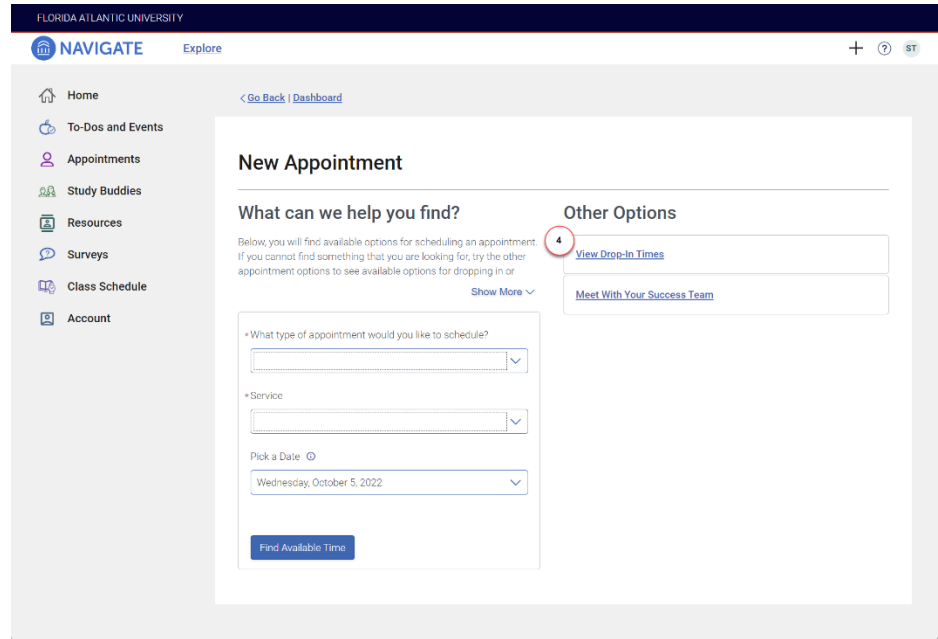
1. Sign into the Navigate App
2. Click **Appointments**



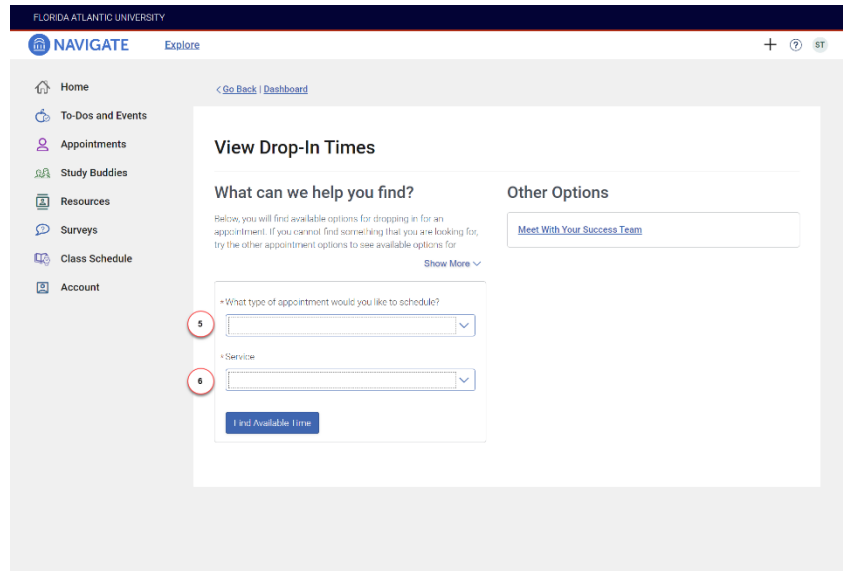
3. If you have a scheduled appointment, click **Check In** otherwise, for Drop-ins, click **Schedule an Appointment**



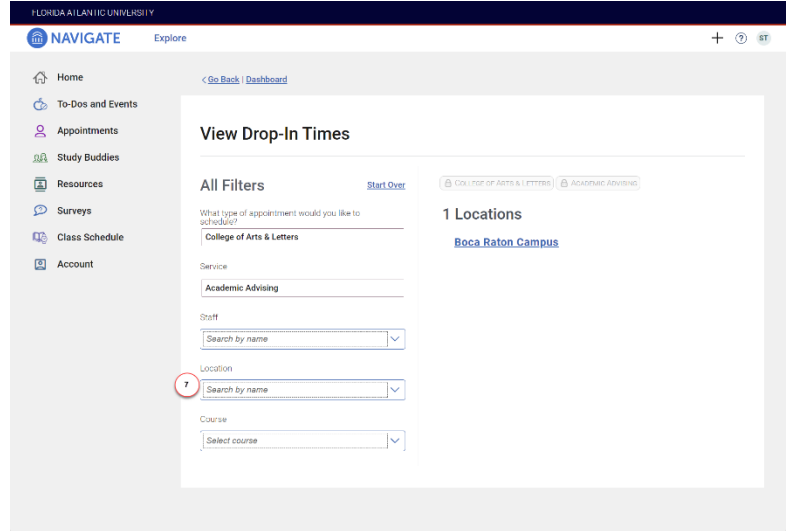
4. Click **View Drop-in Times**



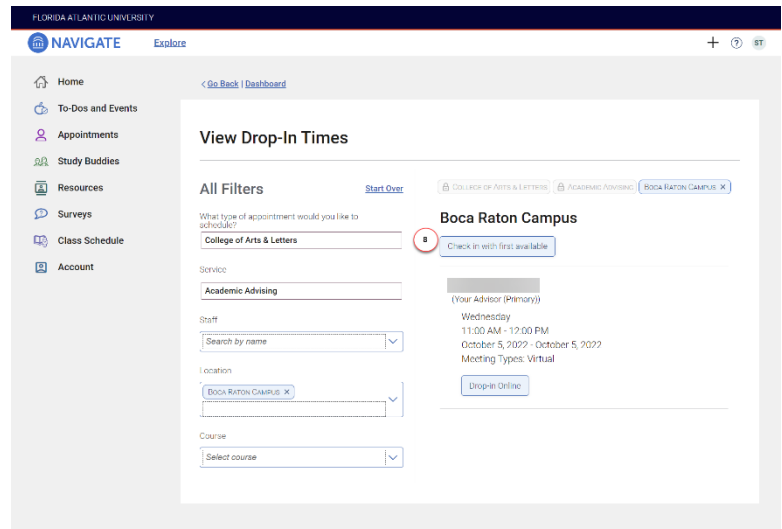
5. Select the **Type of Appointment**  
(Which office?)
6. Select the **Services** (reason for  
the meeting)



7. Select the **Location** for the meeting (Boca, Davie, Virtual)



8. Click **Check-in with first available**



9. You are now signed in. The staff may text a link for you to connect using their preferred virtual platform (Zoom, Microsoft Teams, etc.), or they may call.

