

## To schedule an appointment in Navigate:

- Log into your **Pirate Portal**, click on , next on **login with school account**, then on **Appointments**.
- Click on **Schedule an Appointment** and then complete the information under the **New Appointment** area:  
*Type of appointment:* Counseling Services  
*Service:* reason for your counseling visit  
*Date:* choose date and time you would like to meet with Counselor. If the date you choose has no times available, please select another date.

### New Appointment

What can we help you find?

\*What type of appointment would you like to schedule?

Counseling Services x

▼

\*Service

▼

Pick a Date ⓘ

Friday, April 16th 2021

▼

Find Available Time

- **If you do not remember your Pirate Portal log in/having problems logging in:** contact Computer Help Desk at (361) 582-2509.
- **If you do not have a Pirate Portal account:** please contact the Advising & Counseling Office at [advisorhelp@victoriacollege.edu](mailto:advisorhelp@victoriacollege.edu) and include the following information: Full name, date of birth, phone number, preferred email, degree of interest/career or Interest.  
*Your appointment will not be scheduled if any of the information above is missing.*

**If you or someone you know is currently experiencing a mental health crisis and need immediate assistance, please call 9-1-1.**