Logging into Navigate (Faculty/Staff)

Objective: Steps to log into the Navigate Staff platform. Understand the difference between the staff training site and the staff production site.

1. Log into Navigate from OneLogin or the direct URLs below.
2. Your login credentials are your Carthage username and password.
3. Navigate has two sites available to log into, a training site and a production site.
   a. How do I know which site I am in?
      i. Check the URL. The training site has *training3* in the URL.
   b. Navigate Staff Training site: https://carthage.campus-training3.eab.com/
      i. Used for training, testing personal availability set up, etc.
      ii. **DO NOT** sync your calendar to the training site. This will cause problems when trying to sync to the production site.
   c. Navigate Staff Production site: https://carthage.campus.eab.com/
      i. This is Carthage's live site to document student appointment interactions, messaging students, appointment scheduling, predictive analytics, etc.
      ii. You will sync your calendar to the production site.

Troubleshooting: I can't login to Navigate

1. Check the URL, confirm that it is a correct Carthage URL.
2. Confirm you are using your Carthage credentials.
3. Still can't login? Email navigate@help.carthage.edu with your full name.