GAV CONNECT

STUDENT QUICK START GUIDE

WHAT'S INCLUDED?	- How to access Gav Connect - Setting up your profile - Your Support Network - Navigating your Dashboard - Scheduling appointments

ACCESSING GAV CONNECT

You can now access Gav Connect from your MyGav Student Portal!

GAV CONNECT

SETTING UP YOUR PROFILE

New to Gav Connect? Make sure to set up your profile first!

1 Open up your navigation menu by clicking on the hamburger menu at the top left

☰ Gav Connect

2 Click on the downward carrot to expand the navigation menu

Your Name

3 Click on "Edit Profile"

☰ Gav Connect

EDIT PROFILE

4 It is <u>recommended</u> that you add a picture to your profile. Click on "Upload Photo" to do this.

Your Name
Username   Institution Email
G00   @my.gavilan.edu
📷 Upload Photo

5 Next, you will want to ensure your contact information is correct.
- You can add your pronouns
- Enter in an alternate email address and indicate if you would like notifications sent there
- Enter in a cell phone number and indicate if you would like text notifications (only used for appointment reminders and other critical notifications)

Contact Information
Some of your information is automatically updated by your institution and cannot be edited.

Pronouns
Ex: she/her/them
Helps your staff connections know how to refer to you. Ex: she/her/them

Alternate Email
@yahoo.com
☐ Send notifications to my alternate email address
Edit Notification Preferences

Cell Phone
🇺🇸 +1 408
☑ Send text notifications to my cell phone.
You may receive texts about Gav Connect activity, such as appointment reminders and other updates, depending on your institution's settings. Message and data rates may apply. Frequency varies. See Terms of Use and Privacy Policy.
Edit Notification Preferences

YOUR SUPPORT NETWORK

When you log into Gav Connect, you will see that you automatically land on the **My Support Network** page.

YOUR CONNECTIONS

From here you can see key individuals on campus who are tied to your success. If you click on the three dots next to a connection's name, you will see options that may include: schedule an appointment, email, call, or view profile.

If you are viewing the Success Network on a mobile device, the call option will open the number in your phones key pad and you can select call from there.

Your connections profile may also have posted office hours viewable for your convenience.

Your Connections

Eduardo Cervantes
Instructor

Gina Michaels
Instructor

Dr. Blanca Arteaga
General Counselor - Social Science & Humanities CAP

SCHEDULE APPOINTMENT

Contact
Send an email
Call (408) 848-4826

This Week's Appointment Blocks
Appointments: Wednesday 8:30 - 11:30 AM
BA - Drop In: Monday 8:30 - 11:00 AM *
* Drop-in only

YOUR SERVICES

Below your connections, you will see a list of services that you might frequently access. Additional services can be viewed by clicking "show other services".

If the service is open for drop-in, you can click "join waiting room" to join the queue. If appointments can be scheduled with the service, you can click on "schedule" to search for an appointment.

Clicking on the name of the service will open up the service profile that will provide you with more information and additional options.

NAVIGATING YOUR DASHBOARD

Your <u>Dashboard</u> is a central location where you can view many things related to Gav Connect! You can access your dashboard from the hamburger menu.

- **CALENDAR** - Your calendar will show you any upcoming appointments you have scheduled
- **NOTIFICATIONS** - View flags, referrals, or to-do items that have been raised for you
  - These items may require you to follow up. Make sure to pay attention to these notifications and act on the ones that you need to!
- **MY CONNECTIONS** - See who your support is, including your current instructors and counselor(s)
- **MY SERVICES** - Quickly see what services you have access to and join the waiting room or schedule an appointment with just a few clicks!
- **KUDOS** - View the praise that your instructors are giving you!

📅 Calendar

Choose Date:
June 20, 2024   📅   < 📅 >

	Su 16	Mo 17	Tu 18	We 19	Th 20	Fr 21	Sa 22
ALL DAY							
7 am							
8 am							
9 am							
10 am							

🏳 Notifications (5)

REFERRAL
Support Program Referral
👤 Created by Debbie Gilstrap on 05-13-2024

TO DO
Finalize Your Financial Aid
👤 Created by Debbie Gilstrap on 03-25-2024
✓ Onboarding Plan (1 of 2 active items)
ℹ Ensure that you have finalized all financial aid paperwork and requirements, or make arrangements with Business Office.

TO DO
Set up your Education Plan
👤 Created by Debbie Gilstrap on 03-25-2024

👤 My Connections (4)

Eduardo Cervantes
Instructor
✉ ecervantes@gavilan.edu
📞 (408) 848-4887

CALL

Daisy Lopez Jimenez
Career & Academic Pathways Specialist
✉ djimenez@gavilan.edu

My Support Network

🏛 My Services (6)

Counseling
🕐 Please check website for up to date hours of service
📍 Gilroy Campus Student Center, Hollister Briggs Building, & Remote

SCHEDULE   CALL   ...

Drop-In Counseling   JOIN WAITING ROOM
🕐 8:30am - 1:00pm
📍 Gilroy Campus Student Center & by phone

...

My Support Network

⭐ Kudos (1)

Keep Up the Good Work
👤 Sent by Debbie Gilstrap on 03-22-2023
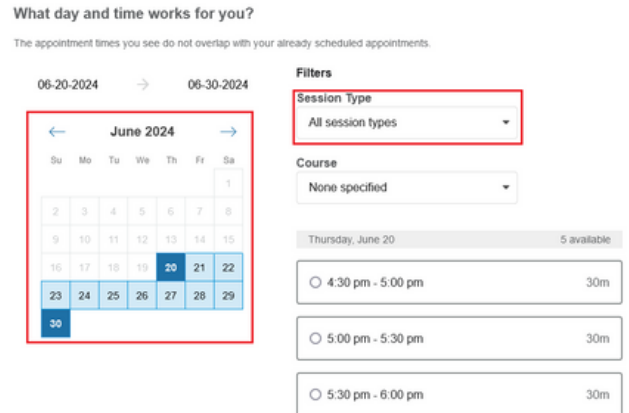
SCHEDULING APPOINTMENTS

Gav Connect is what you will use to schedule appointments with your counselor and some other services!

SCHEDULING WITH ANYONE IN A SERVICE

1 Go to your Support Network, locate the service you wish to schedule an appointment with and click on the "schedule" link.
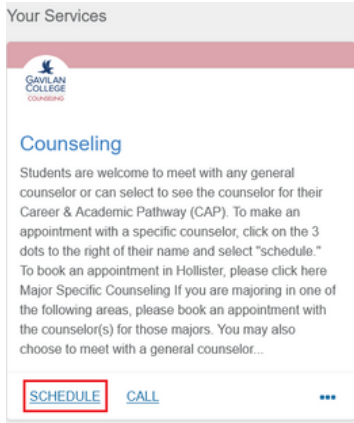
2 Select the reason for your appointment. Then use the calendar to select the day you want an appointment. You can filter by Session Type: Individual or Group. Select the appointment time you want. Click "Continue"

3 On the appointment screen, you can see the team member who the appointment will be with. If there are multiple possible locations for the appointment, you can select the location you prefer. Click on "Confirm" to book the appointment.
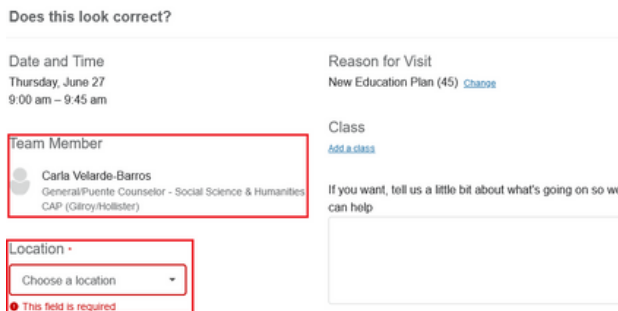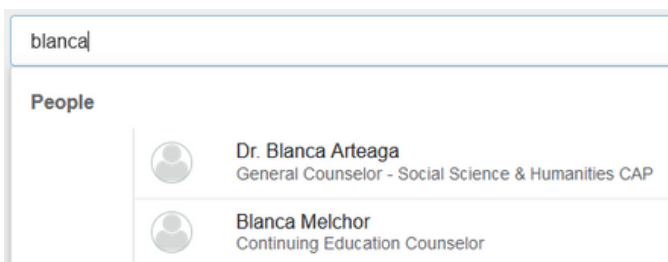
SCHEDULING WITH A SPECIFIC PERSON

1 Go to your Support Network. In the search bar at the top, type the person's name.

2 Select the person from the list that pops up

3 Click on "Schedule Appointment" and follow steps 2 & 3 above.