

Navigate: How to Log-In

There are two methods of logging into Navigate:

Method #1

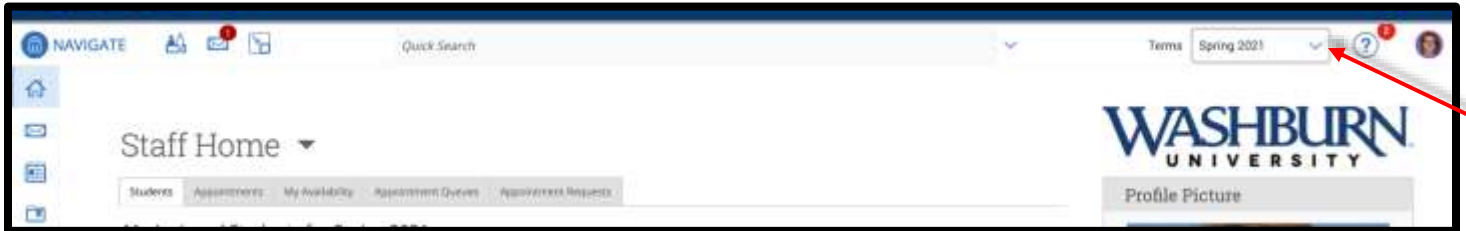
1. Open either a Google Chrome or Mozilla Firefox browser



2. Log-in to your [MyWashburn](#) account
3. Click on the **Faculty** tab from the left-hand menu
4. Select **Navigate Staff** from the **Faculty/Advisor Self Service** box on the right-hand side. This will take you into the Navigate platform.

The screenshot displays the Washburn University Faculty page. On the left-hand menu, the 'Faculty' tab is highlighted with a red arrow. The main content area is divided into three columns: 'Faculty Senate - University Governance', 'Advisor Dashboard', and 'Faculty/Advisor Self-Service'. In the 'Faculty/Advisor Self-Service' column, the 'General Student Information' section is expanded, and the 'Navigate Staff' option is highlighted with a red arrow.

- Please change the term in the upper right-hand corner to **current term (ex. Fall 2021)**. **NOTE:** the term automatically defaults to the law school term (ex. Fall 2021 Law). You will have to change this each time you log in.



Method #2

- Open either a Google Chrome or Mozilla Firefox browser



- Type this direct web address to Navigate, in your browser – washburn.campus.eab.com – if you are already logged in to one of our Washburn single-sign-on systems, this will take you directly into the Navigate platform, if not, enter your Washburn credentials.
- Please change the term in the upper right-hand corner to **current term (ex. Fall 2021)**. **NOTE:** the term automatically defaults to the law school term (ex. Fall 2021 Law). You will have to change this each time you log in.

