Go to Pathway
pathway.ptc.edu

STEP 1
Click on STUDENT LOGIN

For employees: after clicking the employee login button below, be sure to enter your username followed by @ptc.edu not your email address. For example, if your username is doe, j, your login would be doe.j@ptc.edu.

For students: after clicking the student login button below, be sure to enter your pnumber followed by @live.ptc.edu. For example, if your pnumber is P00#####, your login would be P00#####@live.ptc.edu.

EMPLOYEE LOGIN
STUDENT LOGIN
FIRST TIME USER? CLICK HERE

Forgot your password? Click Here
For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!
STEP 2
Type your username in "P00******@live.ptc.edu" format

STEP 3
Click on Next
STEP 4
Type password

STEP 5
Click on Sign in
STEP 6

**Look for the Quick Launch box**
STEP 7

Click on Navigate

You will be redirected to Navigate360
STEP 8

Click on Login with your school account
STEP 9

Click on Appointments in the menu on the left

STEP 10

Click on Make an Appointment
STEP 11
Select the type of appointment you would like

STEP 12
Choose the Service you need
STEP 13
Click on Find Available Time

STEP 14
In the calendar choose a date with a dot below for available appointment times
STEP 15

To the right, appointments are shown by campus

STEP 16

Click on a time that works for your schedule
**STEP 17**

**Review your appointment details**

![Review Appointment Details and Confirm](image)

**STEP 18**

**Add anything you would like for your advisor to know and choose how you would like to receive your reminders**

![Add your comments here](image)
STEP 19

Click Schedule