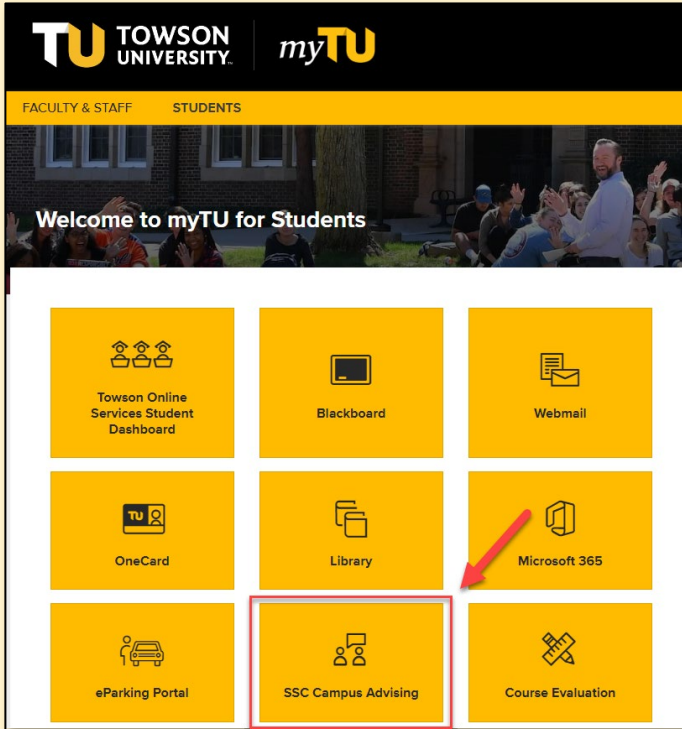


Please follow these instructions to schedule your observation at the University Child Care Center. If you have any problems, please email [sscsupport@towson.edu](mailto:sscsupport@towson.edu)



**Step 1:**

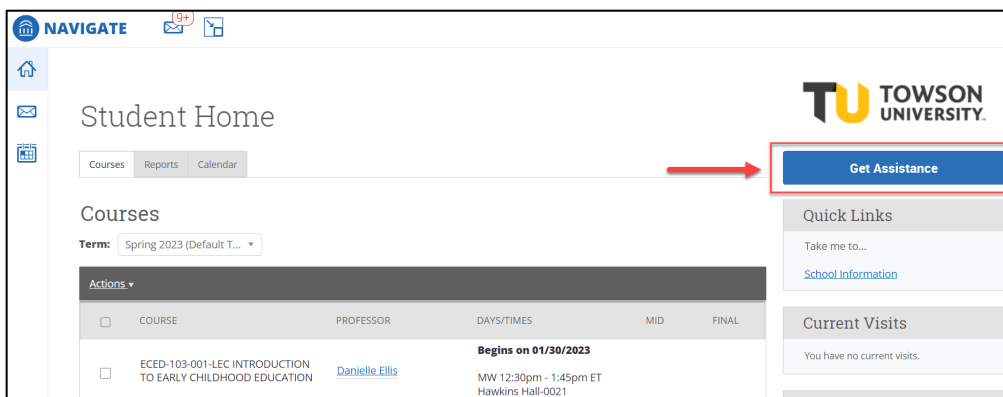
Go to MyTU

<https://mytu.towson.edu/mytu/studentapps> and choose the tile labeled "SSC Campus Advising."

Click on the tile and log in with your TU net ID and password.

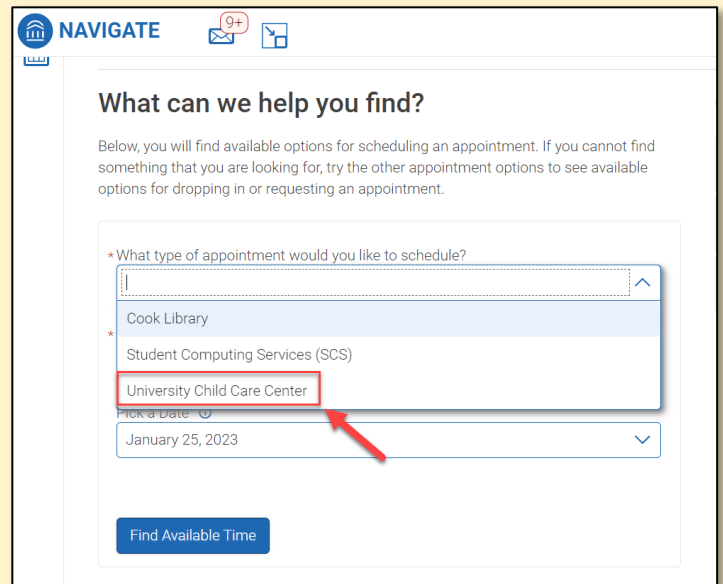
**Step 2:**

Click on the blue icon on the top right that says "Get Assistance."



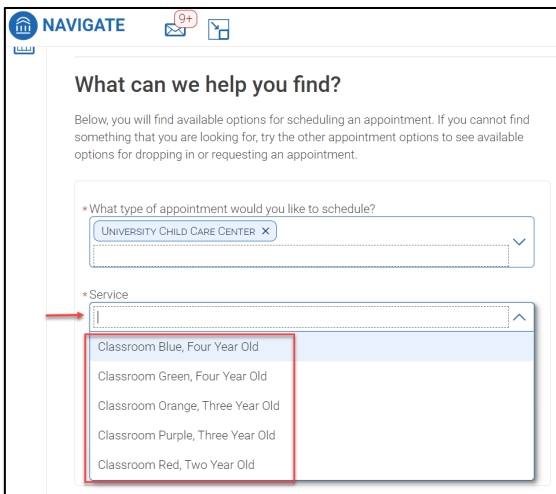
### Step 3:

In the menu “What type of appointment would you like to schedule?” choose “University Child Care Center.”



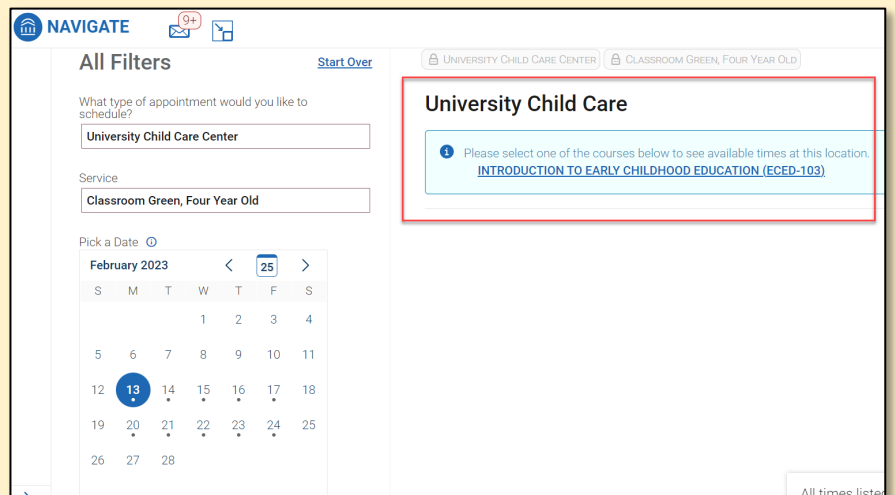
### Step 4:

Under “Service”, choose one of the classrooms which will be specified by your instructor.



### Step 5:

Click on “Introduction to Early Childhood Education (ECED-103)” and the first day of the week you would like to complete your observation.



## Step 6:

You will see all available options, and choose one that fits in your schedule.

The screenshot shows the NAVIGATE interface for scheduling an appointment. On the left, under "All Filters", the user has selected "University Child Care Center" for the location and "Classroom Green, Four Year Old" for the service. A calendar for February 2023 shows the date 13th selected. On the right, the "University Child Care" section displays available time slots for Monday, Feb 13th: 8:00 - 9:00 AM, 10:00 - 11:00 AM, and 11:00 - 12:00 PM. Other days (Tue, Wed, Thu) also show available slots.

## Step 7:

Add any comments you would like the Child Care Center staff to see, and enter your phone number in order to receive a text reminder. Finally click "Schedule."

The screenshot shows the "Review Appointment Details and Confirm" page. The appointment details are: University Child Care Center, Date: 02/13/2023, Location: University Child Care, and Course: INTRODUCTION TO EARLY CHILDHOOD EDUCATION (ECED-103). The meeting type is "IN-PERSON". A red box highlights the "Add your comments here" text area. Another red box highlights the "Phone Number for Text Reminder" field, which contains "410-555-1212". A red arrow points to the "Schedule" button at the bottom.