

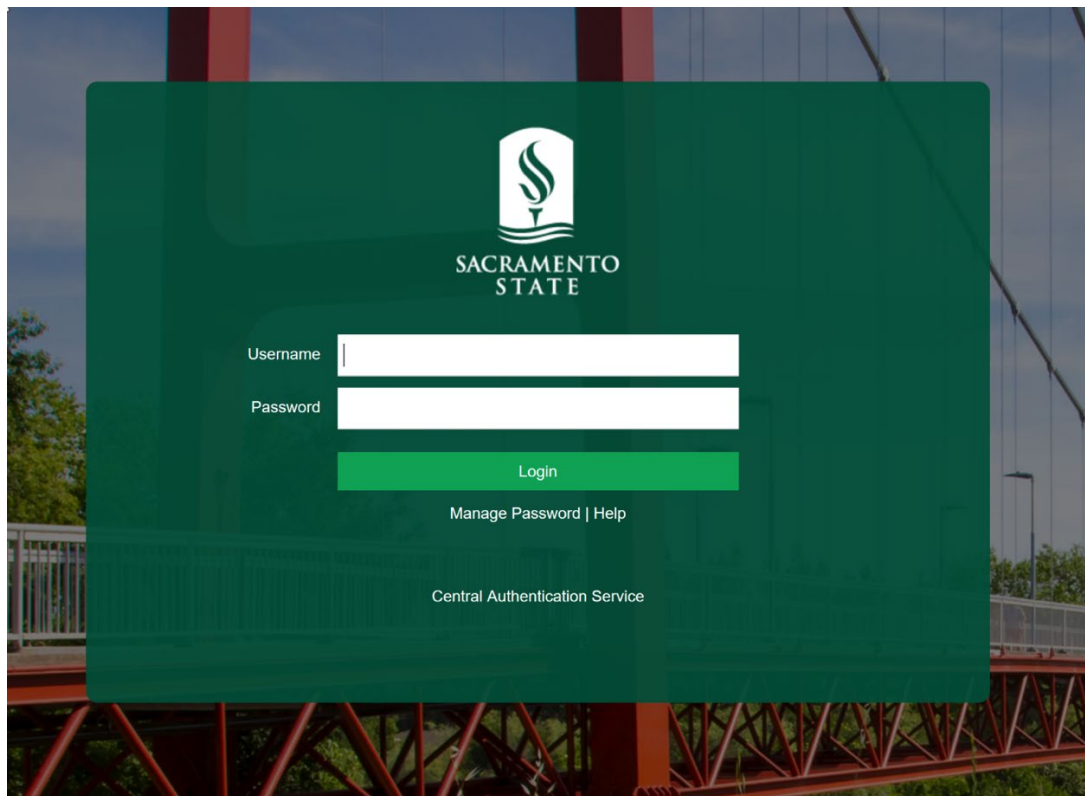
EAB Online Scheduler Instructions

To schedule an appointment please use the online appointment scheduling tool:

[Schedule an Appointment](https://csus.campus.eab.com/student/appointments/new) <https://csus.campus.eab.com/student/appointments/new>

1. [Log on to the EAB scheduling tool using your Sac State log-in credentials](https://csus.campus.eab.com/student/appointments/new)

<https://csus.campus.eab.com/student/appointments/new>



2. Under “What type of appointment would you like to schedule?” - Select “Advising” from the drop-down menu

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

Advising

-- please choose one --

Advising

Tutoring

3. Under “Select the Office for your Appointment” - Select “Academic Advising” from the drop-down menu

Schedule Appointment

What type of appointment would you like to schedule?

Advising

Select the Office for your Appointment

-- please choose one --

-- please choose one --

Academic Advising

Art Department

CAMP

CCE Advising

Career Center

Center for Science and Math Success

- Under “Pick a Service for your Appointment” – Select the appropriate service you wish to request from the drop-down menu, then click “Next”

Schedule Appointment

The screenshot shows a web form titled "Schedule Appointment". It contains three main sections, each with a dropdown menu:

- What type of appointment would you like to schedule?** The dropdown menu is set to "Advising".
- Select the Office for your Appointment** The dropdown menu is set to "Academic Advising".
- Pick a Service for your Appointment** The dropdown menu is open, showing a search bar and a list of services. A mouse cursor is pointing at the "Associate Degree for Transfer" option. The visible options in the list are: "-- please choose one --", "Associate Degree for Transfer", "Declare Major", "Expressed Interest/Undeclared", "First-Year Advising", "General Education", and "Integrated Advising".

At the top right of the form, there are navigation links: "Service" (active), "Location & Staff", "Select Time", and "Confirm".

- Under “Pick a Location for your Appointment – Select “College of Business Administration-Office of Student Engagement”, then select the advisor with which you want to schedule. You can leave the “Pick a Staff Member” field empty to see all available advisors.

Schedule Appointment

Pick a Location for your Appointment

-- please choose one --

-- please choose one --

Academic Advising Center

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6. Select the desired available date

Schedule Appointment

Service / Location & Staff / **Select Time** / Confirm

Times From March 13 To March 17

Wed, Mar 13	Thu, Mar 14	Fri, Mar 15	Sat, Mar 16	Sun, Mar 17
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A	Afternoon 4 Available	Afternoon N/A	Afternoon N/A	Afternoon N/A

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7. Then select the available time desired

Schedule Appointment

< Times From March 13 To March 17 >

Wed, Mar 13	Thu, Mar 14	Fri, Mar 15	Sat, Mar 16	Sun, Mar 17
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A

3:00pm
3:15pm
3:30pm
3:45pm

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- If no availability is displayed on the page click on the forward arrow to display future date

Schedule Appointment

< Times From March 18 To March 22 >

Mon, Mar 18	Tue, Mar 19	Wed, Mar 20	Thu, Mar 21	Fri, Mar 22
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A

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8. Review your appointment details, select appointment reminders (if wanted), and then confirm your appointment.

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Your Name with
Advisor Name

When: Friday, March 13
8:30am - 9:00am

Why: Associate Degree for Transfer

Where: Academic Advising Center

Additional Details

Is there anything specific you would like to discuss with Miesha ?

☒ Send Me an Email

☐ Send Me a Text

Comments for your staff...

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Confirm Appointment

9. After confirming the appointment you will receive an email confirmation in your Saclink email inbox. If you selected an appointment reminder (Email/Text) you will receive an additional email and/or text on the day of the appointment.

(Note: The appointment will be virtual, you will either receive a phone call on the date/time of your appointment or a zoom meeting invite will be sent to you)