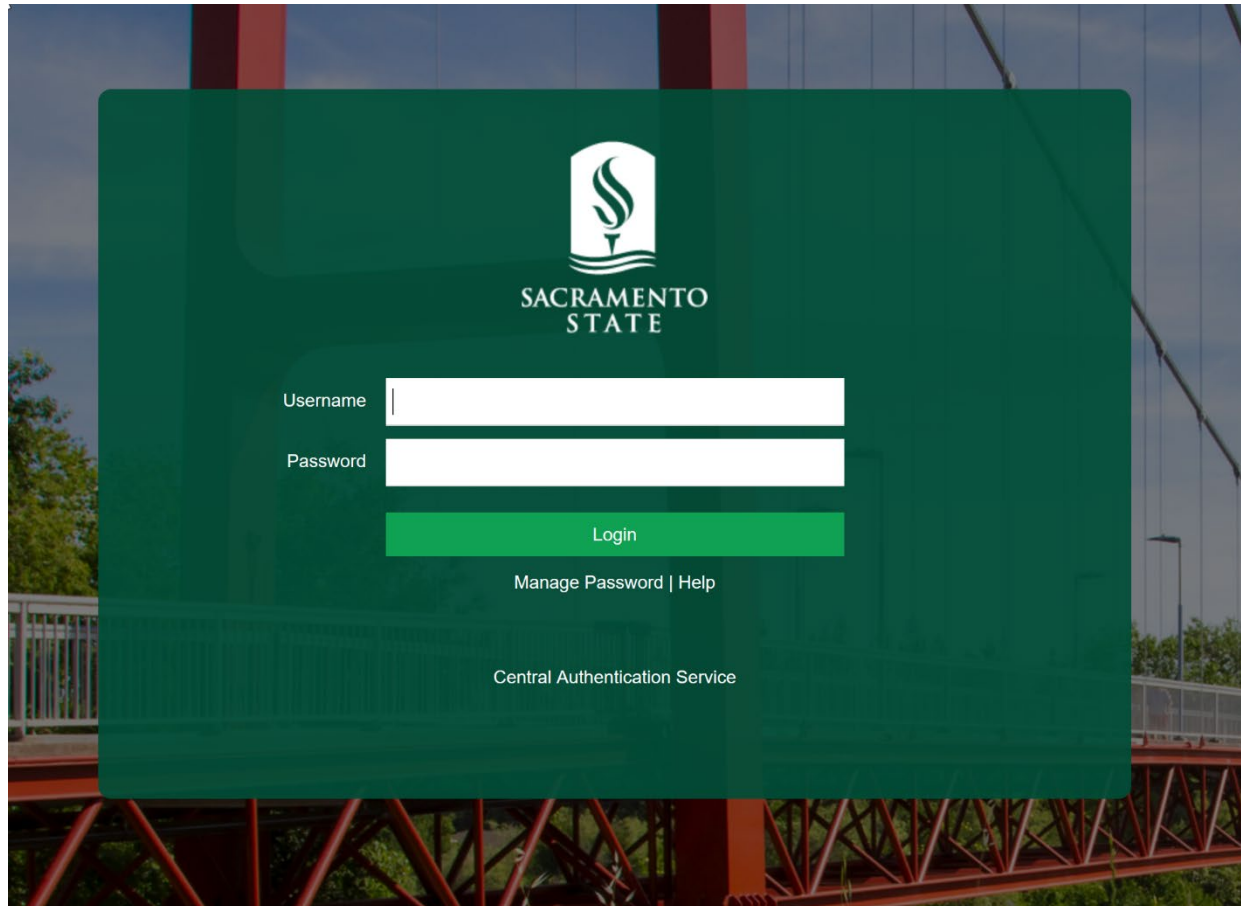


EAB Online Scheduler Instructions

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

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

1. Log on to <https://csus.campus.eab.com/student/appointments/new> using your Sac State log-in credentials



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

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NAVIGATE

< Go Back | Dashboard

New Appointment

What can we help you find? C

*What type of appointment would you like to schedule?

- Advising
- * Dean of Students & CAREE
- Financial Wellness
- Tutoring

Pick a Date ⓘ

Monday, January 18th 2021

Find Available Time

3. Under “Service” – Select the appropriate service you wish to request from the ‘Academic Advising’ menu

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NAVIGATE

< Go Back | Dashboard

New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

Advising ×

*Service

Academic Advising

- Associate Degree for Transfer
- Declaring Expressed Interest/Undeclared Major
- First Year Advising
- General Education
- Probation Advising
- Reinstatement

Other

View

Me

4. You can pick a preferred date to search for available appointment times or you can leave the default date (current date) and click 'Find Available Time' to search for appointment times.

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NAVIGATE

< Go Back | Dashboard

New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

Advising x

*Service

General Education x

Pick a Date ⓘ

Monday, January 18th 2021

Find Available Time

5. On the next page, you will be presented with all the available times and staff advisors who offer the service you selected at the location requested. You can also select the appointment modality or “meeting type” (in-person vs. virtual) by at the

bottom of the filters section. You can use the filters on the left side to narrow down your search further or scroll down the list of times to pick a date and time that works for you. Once you find the desired date and time, click on it.

Note not all advisors will offer both in-person and virtual appointment. Your selection will reflect what is available for that particular service and location selected.

Filters

All Filters Start Over

What type of appointment would you like to schedule?

- Advising

Service

- Associate Degree for Transfer

Pick a Date

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff

Search by name

How would you like to meet?

- In-Person
- Virtual

Advising **Associate Degree for Transfer**

Italo Ciccarelli
Academic Advising Center

The Academic Advising Center offers current students advising on General Education/Graduation Requirements. The Center engages students in a educational plans consistent with their skills.

Available dates and times

Thu, Aug 5th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

Fri, Aug 6th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

Mon, Aug 9th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

Tue, Aug 10th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

Wed, Aug 11th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

Thu, Aug 12th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

Fri, Aug 13th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

Mon, Aug 16th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

6. The next page will be the review page where you can finalize your appointment. Here you can review all the information about your appointment, leave a comment for your advisor, review the meeting type selected, and select your appointment reminders (email and/or text). Once you are ready to schedule click the 'Schedule' button.

[Go Back | Dashboard](#)

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Advising	Service Associate Degree for Transfer
Date 08/06/2021	Time 8:00 AM - 9:00 AM
Location Academic Advising Center The Academic Advising Center offers current students advising on General Education/Graduation Requirements. The Center engages students in a developmental process that helps clarify and implement individual educational plans consistent with their skills.	
Staff Italo Ciccarelli	

*How would you like to meet?
X In-Person Search
You are seeing the meeting types available for this time slot.

Would you like to share anything else?
Add your comments here

Email Reminder
Reminder will be sent to italo.ciccarelli@csus.edu

Text Message Reminder
Phone Number for Text Reminder

[Schedule](#)

The screenshot shows a web interface for reviewing an appointment. A large red box highlights the top section containing appointment details like type, date, time, location, and staff. Below this, a dropdown menu for meeting modality is set to 'In-Person'. A text area for comments is present. A section for appointment reminders has both 'Email Reminder' and 'Text Message Reminder' checked. A 'Schedule' button is at the bottom left. Red arrows point from text labels to these specific elements: 'Appointment Modality' points to the dropdown, 'Appointment Details' points to the top summary box, 'Comment for your advisor' points to the text area, and 'Appointment Reminders' points to the reminder checkboxes.

7. Once you schedule your appointment, you will receive an email confirmation and reminders (if you selected them on the confirmation page) and you are all set for your advising appointment.

Success!



Appointment Scheduled

Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)