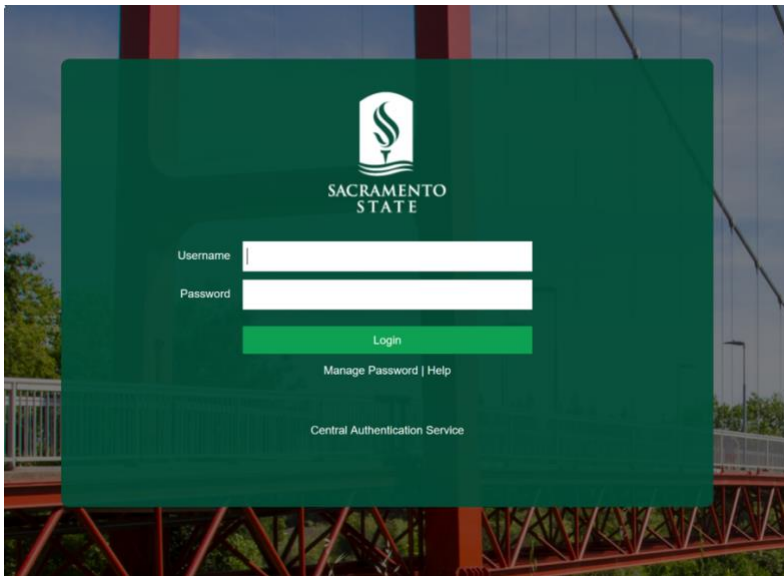


EAB Online Scheduler Instructions

To schedule an appointment please use the [online appointment scheduling tool](https://csus.campus.eab.com/student/appointments/new)
<https://csus.campus.eab.com/student/appointments/new>

1. Log on to [online appointment scheduling tool](https://csus.campus.eab.com/student/appointments/new)
<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

A screenshot of the EAB Online Scheduler interface. At the top is a dark green header with 'CALIFORNIA STATE UNIVERSITY - SACRAMENTO'. Below this is a navigation bar with a 'NAVIGATE' button and icons for home, email, and calendar. The main content area is titled 'New Appointment' and includes a 'Go Back | Dashboard' link. A section titled 'What can we help you find?' contains a red-bordered box with the text 'What type of appointment would you like to schedule?'. Below this is a dropdown menu with 'Advising' selected and highlighted by a red arrow. Other options in the dropdown include 'Dean of Students & CARES', 'Financial Wellness', and 'Tutoring'. Below the dropdown is a 'Pick a Date' field with a calendar icon, showing 'Monday, January 18th 2021'. At the bottom is a blue button labeled 'Find Available Time'.

- Under “Service” – Select the appropriate service you wish to request from the ‘College of Health and Human Services Success Center’ menu

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

Navigate360 | Student Success

Go Back | Dashboard

New Appointment

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or re

What can we help you find?

What type of appointment would you like to schedule? *

Advising

Service *

- College of Health and Human Services Success Center
- Academic Planning
- Career Exploration
- Declare Major
- Graduation Application
- Major Exploration
- Minor Advising

Other Options

- [View Drop-in Times](#)
- [Request Appointment Time](#)
- [Meet With Your Success Team](#)

- 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.

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

NAVIGATE

Go Back | Dashboard

New Appointment

What can we help you find?

* What type of appointment would you like to schedule?

Advising

* Service

General Education

Pick a Date ⓘ

Monday, January 18th 2021

Find Available Time

- 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.

The screenshot shows the 'New Appointment' page. On the left, the 'All Filters' section is highlighted with a red box and labeled 'Filters'. It includes options for 'What type of appointment would you like to schedule?' (Advising), 'Service' (Associate Degree for Transfer), a 'Pick a Date' calendar (August 2021), and 'Staff' (searchable). Below this, the 'Appointment modality' section is highlighted with a red box and labeled 'Appointment modality', showing options for 'How would you like to meet?' (In-Person, Virtual). On the right, the 'Available dates and times' section is highlighted with a red box and labeled 'Available dates and times', showing a list of dates from Thursday, Aug 5th to Monday, Aug 16th, with time slots for each. A red box and arrow point to the selected advisor, 'Italo Ciccarelli', labeled 'Advisor name and location selected'.

- 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.

The screenshot shows the 'Review Appointment Details and Confirm' page. A red box highlights the appointment details, including 'What type of appointment would you like to schedule?' (Advising), 'Service' (Associate Degree for Transfer), 'Date' (08/05/2021), 'Time' (8:00 AM - 9:00 AM), 'Location' (Academic Advising Center), and 'Staff' (Italo Ciccarelli). Below this, the 'Appointment Modality' section is highlighted with a red box and labeled 'Appointment Modality', showing the selected meeting type. The 'Comment for your advisor' section is highlighted with a red box and labeled 'Comment for your advisor', showing a text input field. The 'Appointment Reminders' section is highlighted with a red box and labeled 'Appointment Reminders', showing checkboxes for 'Email Reminder' and 'Text Message Reminder', and a field for 'Phone Number for Text Reminder'. A red arrow points to the 'Schedule' button at the bottom.

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!



[View Appointments](#)

[Schedule Another Appointment](#)