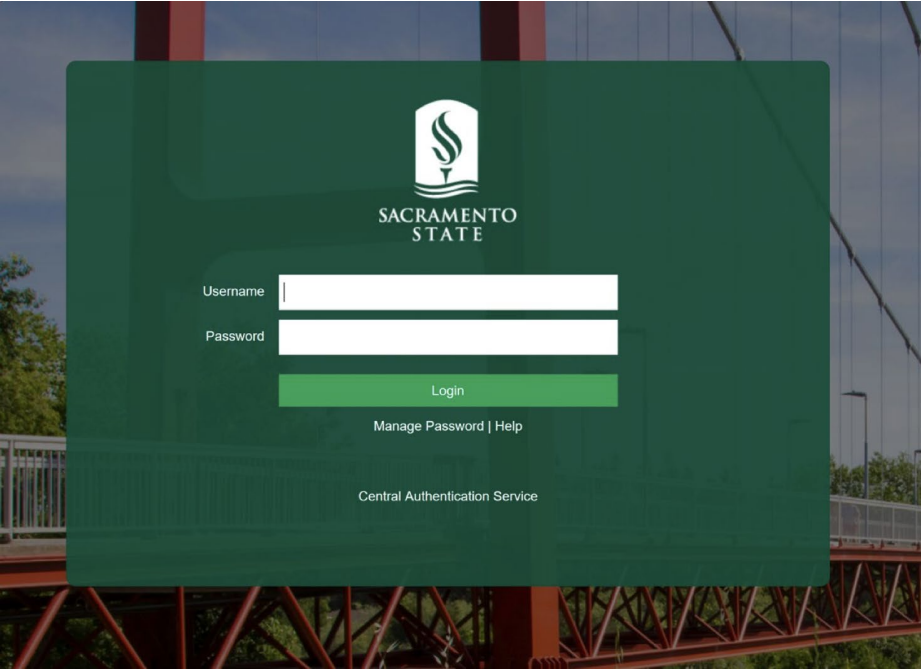


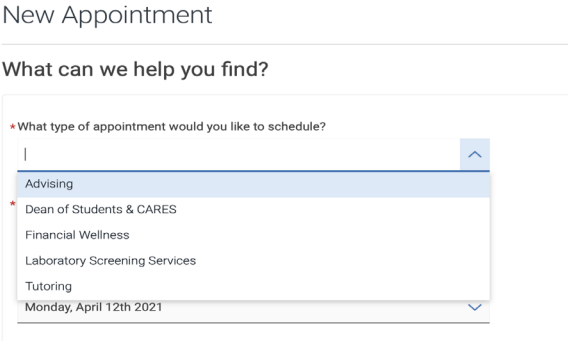
EAB Online Scheduler Instructions

To schedule an appointment with Susan or Angelica, please use the online appointment (EAB) scheduling tool:

1. [Schedule an Appointment](https://csus.campus.eab.com/student/appointments/new) (https://csus.campus.eab.com/student/appointments/new)
Log in with your Sac State credentials



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



- Under “Service” - Scroll through the drop-down menu until you see “**Guardians Scholars**”
 - Select “**Guardian Scholars Appointment**”

New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

Advising ×

▼

*Service

^

Guardian Scholars

- Academic Planning
- Guardian Scholars Appointment**

History Department Advising

- Academic Planning
- Course Substitution or Waiver
- Graduation Application

- Under “Pick a Date” - **Select a date you prefer**
 - After click “**Find Available Time**”

New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

Advising ×

▼

*Service

Guardian Scholars Appointment ×

▼

Pick a Date ⓘ

Friday, April 23rd 2021

▼

Find Available Time

- After, you should arrive to this page - look for **“Guardian Scholars Program”**
 - Select **“View Individual Availabilities”** & select the advisor you would like to meet with

The screenshot shows the 'New Appointment' page. On the left, there are 'All Filters' with options for 'Advising' and 'Guardian Scholars Appointment'. A calendar for April 2021 is shown with the 23rd selected. On the right, the 'Guardian Scholars Program' section displays '3 People' and a button labeled 'View individual availabilities' which is circled in red. Below this, a list of dates from Friday, April 23rd to Wednesday, April 28th is shown, each with a row of available time slots in rounded rectangles. The times listed are: Fri, Apr 23rd (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); Mon, Apr 26th (8:00-9:00 AM, 9:00-10:00 AM, 9:30-10:30 AM, 10:00-11:00 AM, 10:30-11:30 AM, 11:00-12:00 PM, 12:00-1:00 PM, 1:00-2:00 PM, 1:30-2:30 PM, 2:00-3:00 PM, 3:00-4:00 PM); Tue, Apr 27th (8:00-9:00 AM, 2:00-3:00 PM); Wed, Apr 28th (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). A note at the bottom right states 'All times listed are in local browser timezone.'

- After selecting an advisor, select an available time

The screenshot shows the appointment page for 'Susan Kischmischian' in the 'Guardian Scholars Program'. The advisor's name is highlighted with a blue box. Below, a list of dates from Friday, April 23rd to Thursday, April 29th is shown. Each date has a row of available time slots in rounded rectangles. The times listed are: Fri, Apr 23rd (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); Mon, Apr 26th (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); Tue, Apr 27th (2:00-3:00 PM); Wed, Apr 28th (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); Thu, Apr 29th (2:00-3:00 PM). A red arrow points to the 9:00-10:00 AM slot on Monday, April 26th. A note at the bottom right states 'All times listed are in local browser timezone.'

7. Review your appointment details and select appointment reminders
 - Be sure to **include additional details** to allow your advisor to prepare ahead of time

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Advising	Service Guardian Scholars Appointment
Date 04/23/2021	Time 10:00 AM - 11:00 AM
Location Guardian Scholars Program	
Staff Susan Kischmischian	
Details To help me better serve you and to utilize our time when we meet, please describe to me what you would like assistance with.	
Would you like to share anything else? <i>Add your comments here</i>	
<input checked="" type="checkbox"/> Email Reminder Reminder will be sent to lauyeung@csus.edu	
<input type="checkbox"/> Text Message Reminder	
Schedule	

8. After reviewing your appointment details, **click “Schedule”**
 - 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