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

1. Log on to the EAB scheduling tool using your Sac State log-in credentials
   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

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

5. 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.
6. Select the desired available date

7. Then select the available time desired
- If no availability is displayed on the page click on the forward arrow to display future date.

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