

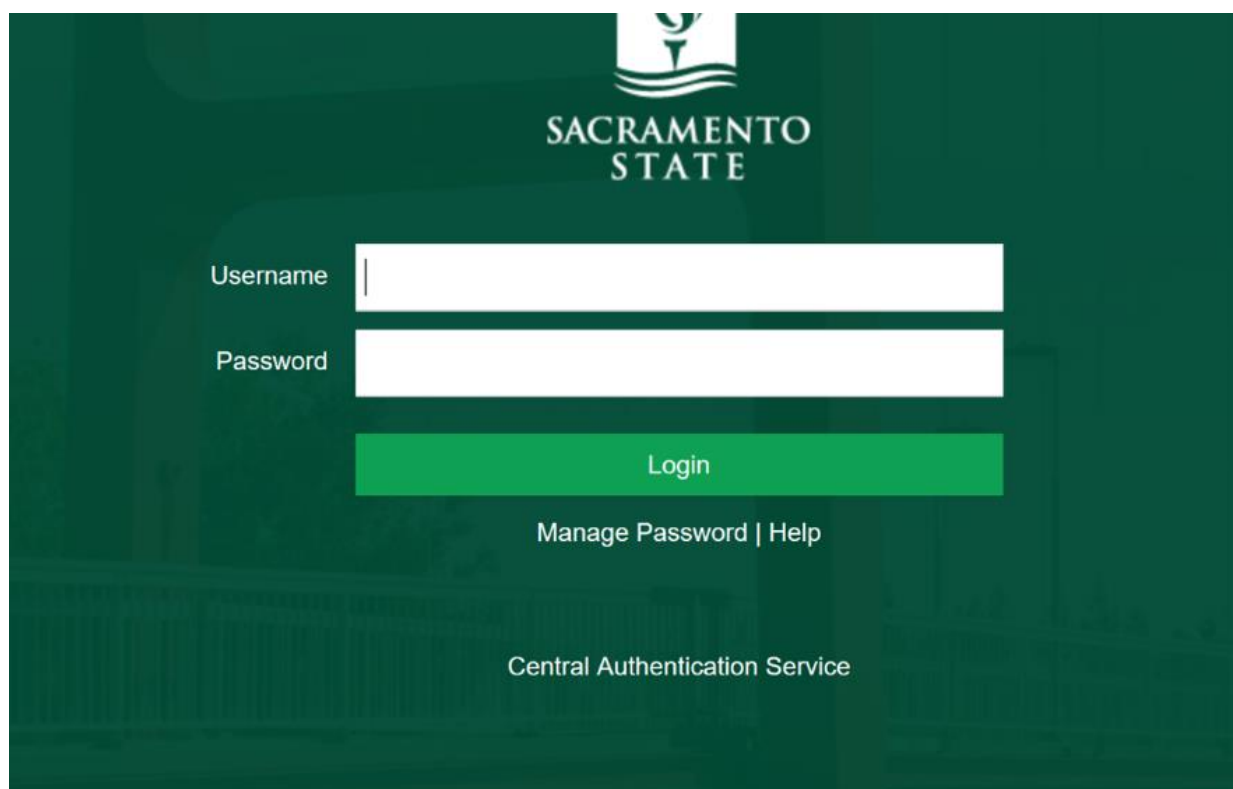
EAB Online Scheduler Instructions

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>

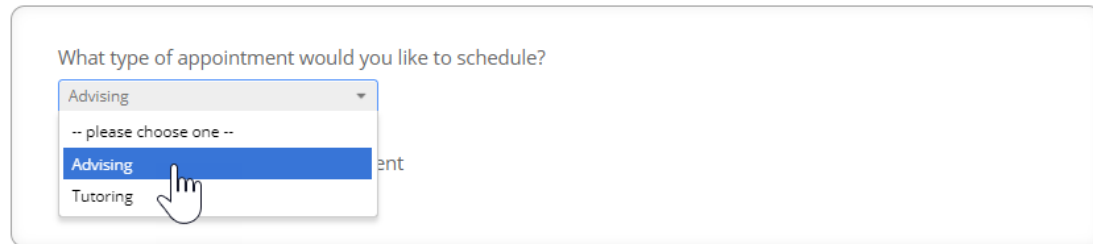


The screenshot shows a login interface with a dark green background. At the top center is the Sacramento State logo, which includes a stylized 'S' and 'T' above the text 'SACRAMENTO STATE'. Below the logo are two white input fields: the first is labeled 'Username' and the second is labeled 'Password'. A green button with the text 'Login' is positioned below the password field. Underneath the button are the links 'Manage Password | Help'. At the bottom of the page, the text 'Central Authentication Service' is displayed.

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

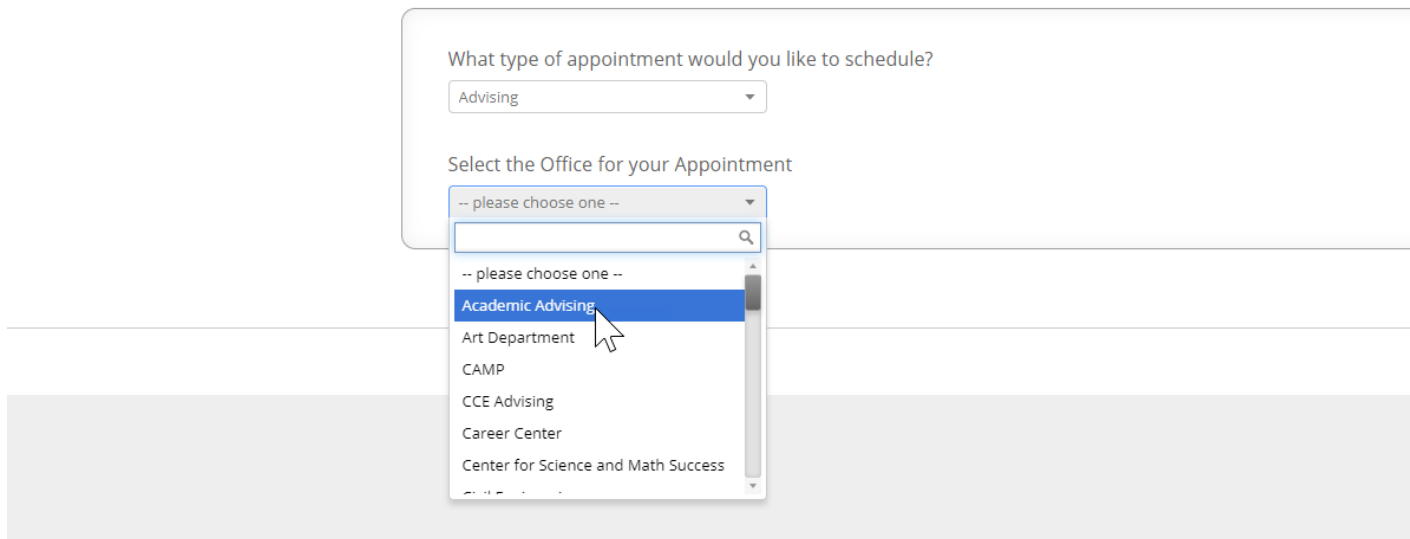
-- please choose one --

Advising

Tutoring

This screenshot shows a dropdown menu for selecting an appointment type. The menu is open, showing the current selection 'Advising' and a list of options: '-- please choose one --', 'Advising', and 'Tutoring'. A mouse cursor is pointing at the 'Advising' option.

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



What type of appointment would you like to schedule?

Advising

Select the Office for your Appointment

-- please choose one --

Academic Advising

Art Department

CAMP

CCE Advising

Career Center

Center for Science and Math Success

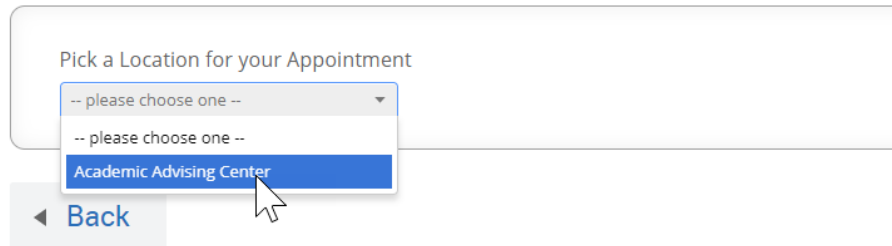
This screenshot shows the 'Select the Office for your Appointment' dropdown menu. The menu is open, showing the current selection '-- please choose one --' and a list of office options: 'Academic Advising', 'Art Department', 'CAMP', 'CCE Advising', 'Career Center', and 'Center for Science and Math Success'. A mouse cursor is pointing at the 'Academic Advising' option.

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

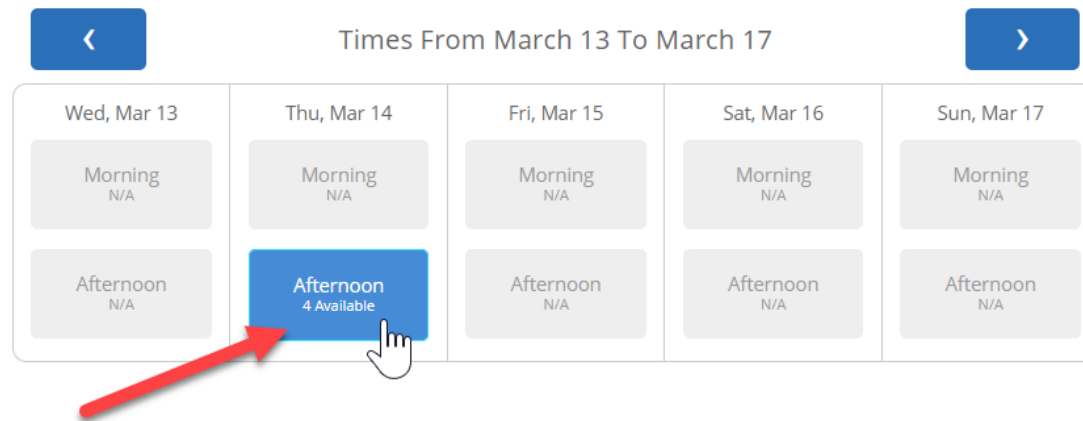
The screenshot shows a web form for scheduling an appointment. It contains three sections, each with a dropdown menu:

- 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 top of the list. The visible services are:
 - please choose one --
 - Associate Degree for Transfer
 - Declare Major
 - Expressed Interest/Undeclared
 - First-Year Advising
 - General Education
 - Integrated Advising

- 5. Under “Pick a Location for your Appointment – Select “Academic Advising Center”, 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

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	Close 3:00pm 3:15pm 3:30pm 3:45pm	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon N/A

◀ Back Next ▶

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

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

◀ ▶

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

[◀ Back](#) [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 or Text) your will receive an additional email and/or text on the day of the appointment.