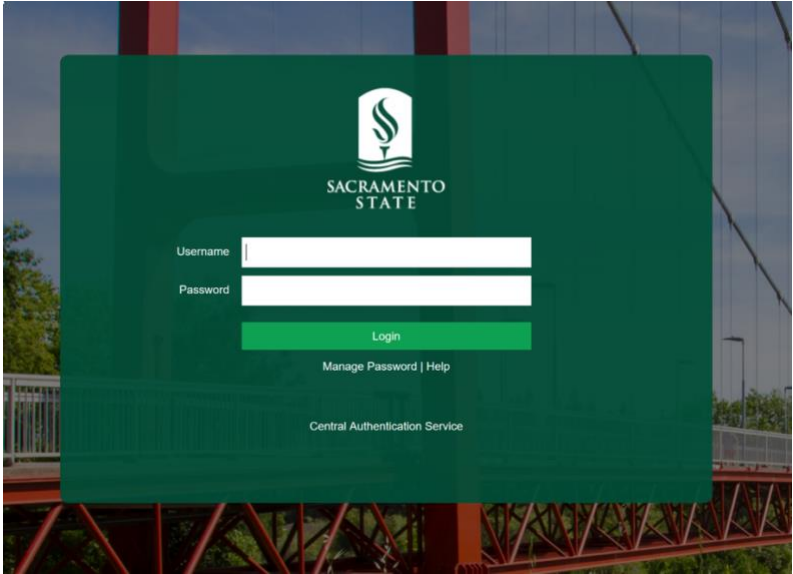


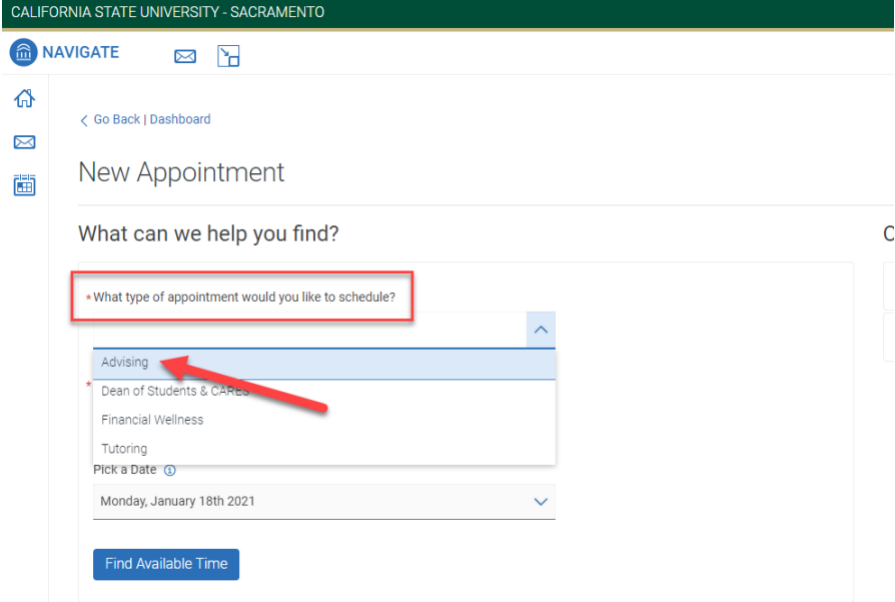
EAB Online Scheduler Instructions

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



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

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NAVIGATE

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New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

Advising x

*Service

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

Other

View

Meet

- 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

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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

- 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 you 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 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.

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](#)