1. **Log on to the EAB Online Scheduler** [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.
3. Under “Service” – Scroll down until you reach the “Career Center” header and select the appropriate service you wish to request from the ‘Career Center’ menu.
4. 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.
5. 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 use the calendar on the left to choose a day that works with your schedule and the other filters on the left side to narrow down your search further. Once you find the desired date and time, click on it.
6. 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, 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!