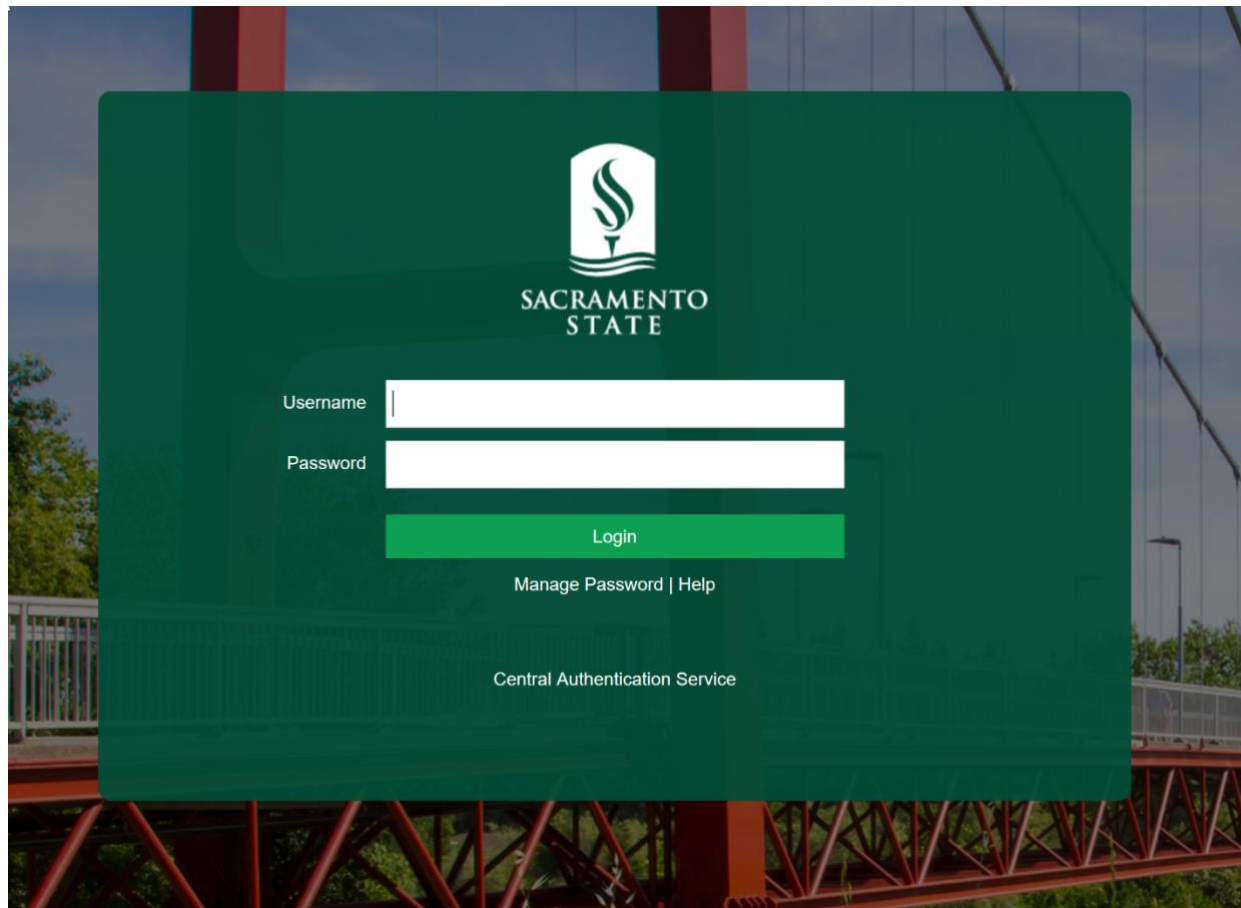


# EAB Online Scheduler Instructions

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 login credentials



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

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

NAVIGATE

< Go Back | Dashboard

## New Appointment

What can we help you find?

\*What type of appointment would you like to schedule?

- Advising
- \* Dean of Students & CAREE
- Financial Wellness
- Tutoring

Pick a Date

Monday, January 18th 2021

Find Available Time

- 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

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

NAVIGATE Quick Search

New Appointment

What can we help you find?

What type of appointment would you like to schedule?

Advising x




Service







Career Center

- Career Exploration
- Graduate Studies Advising
- Hornet Launch
- Internship/Job Search Assistance
- Interview Coaching
- Resume Development

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.

CALIFORNIA STATE UNIVERSITY - SACRAMENTO


NAVIGATE    Quick Search


## New Appointment


### What can we help you find?


\* What type of appointment would you like to schedule?


Advising 

\* Service

Resume Development 

Pick a Date 

Wednesday, January 27th 2021 

**Find Available Time** 

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.

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

NAVIGATE Quick Search

### New Appointment

**Filters**

All Filters [Start Over](#)

What type of appointment would you like to schedule?

• Advising

• Resume Development

Service

• Resume Development

Pick a Date

January 2021 27

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Staff

Search by name

Location

Search by name

Course

Select course

2 Locations

**Location and Advisors**

**Career Center**

11 People

9:00-9:30 AM 10:00-11:00 AM 11:00-12:00 PM 12:30-1:00 PM 1:00-1:30 PM 2:00-2:30 PM 2:30-3:00 PM 3:00-3:30 PM

**Women's Resource Center**

1:00-1:30 PM

Fr, Jan 29th

**Date you have selected with the available times**

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.

The screenshot shows the 'Review Appointment Details and Confirm' page. The page header includes 'CALIFORNIA STATE UNIVERSITY - SACRAMENTO' and a 'NAVIGATE' menu. The main content area is titled 'Review Appointment Details and Confirm' and contains the following information:

- What type of appointment would you like to schedule?**: Advising
- Service**: Resume Development
- Date**: 01/20/2021
- Time**: 11:30 AM - 12:00 PM
- Location**: Career Center
- Staff**: Abel Perez
- Details**:

Hi,  
Thank you for making an appointment, I look forward to our meeting and to work with you.  
Please be on time for our appointment, if you are more than **10 minutes late**, it will be considered a **"no show"** and you would have to schedule another appointment for a later time. If you are unable to attend please notify me as soon as possible.  
If you have any questions prior to the meeting please don't hesitate to email me at [abelperez@csus.edu](mailto:abelperez@csus.edu).  
Below I am providing the **zoom info** for our meeting:  
zoom link:  
<https://csus.zoom.us/j/3428359901?pwd=Nnc3eTd0ejROT3pNWUFib3ZTdU00Zz09>  
meeting id: 342 835 9901

Below the details, there is a 'Have a great day! Abel P.' message. A red box highlights the 'URL / Phone Number' field containing the Zoom link: <https://csus.zoom.us/j/3428359901?pwd=Nnc3eTd0ejROT3pNWUFib3ZTdU00Zz09>. A red arrow points to this box with the text 'Check for Zoom Link and Save'.

Below the URL field is a text area for 'Would you like to share anything else?' with the placeholder text 'Add your comments here'. A red arrow points to this area with the text 'Comments for your advisor'.

Below the text area are two reminder options: 'Email Reminder' (checked) and 'Text Message Reminder' (unchecked). A red arrow points to the 'Email Reminder' checkbox with the text 'Click 'Schedule' to save your appointment time'.

At the bottom left, there is a blue 'Schedule' button. A red arrow points to this button with the text 'Click 'Schedule' to save your appointment time'.

At the bottom right, a red arrow points to the main content area with the text 'Details of the Appointment'.

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!

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## Appointment Scheduled

Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)