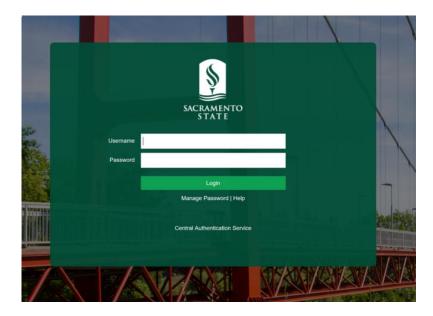
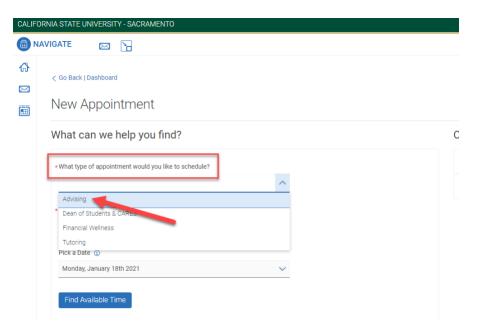
EAB Online Scheduler Instructions

To schedule an appointment please use the <u>online appointment scheduling tool</u> https://csus.campus.eab.com/student/appointments/new

 Log on to <u>online appointment scheduling tool</u> 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" – Select the appropriate service you wish to request from the 'Academic Advising' menu

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	New Appointment							
	What can we help you find?	Othe						
	* What type of appointment would you like to schedule?	Viev						
	Advising x	Mee						
	~							
	*Service							
	<u>^</u>							
	Academic Advising	-						
	Associate Degree for Transfer							
	Declaring Expressed Interest/Undeclared Major							
	First Year Advising							
	General Education							
	Probation Advising							
	Reinstatement							
	*							

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.

	RNIA STATE UNIVERSITY - SACRAMENTO
	Go Back Dashboard
j	New Appointment
	What can we help you find?
	• What type of appointment would you like to schedule?
	Advising ×
	* Service
	General Education ×
	Pick a Date 🛈
	Monday, January 18th 2021 🗸

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 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. You selection will reflect what is available for that particular service and location selected.

C NAV			Å						Quick Search	~		
	Nev	WP	ppo	SIN	me	ent	-	Filter	s			
	All F	ilte	rs	4		-	Start	Over	Advising Associate Degree for Transfer			
	What ty schedu	ype of ule?	appoir	ntment	would	l you lik	e to		Italo Ciccarelli Academic Advising Center			
*	Advising								The Academic Advising Center offers current students advising on General Education/Graduation Requirements. The Center engages students in a educational plans consistent with their skills,			
€,	Service Associate Degree for Transfer								Thu: Aug Sth			
	Pick a	Date	D						E00-800AM (500-500AM) (500-500AM) (100-1200FW) (200-100FM) (100-200FM) (200-300FM) (200-30	0 PM (4:00 - 5:00 PM)		
	< 511	Мо	Augu Tu	st 202	21 Th	4 Fr	> Sa		Pri, Aug 6th Available dates and times (±00-900 AM) (900-1000 AM) (10:00-11:00 AD -12:00 FW) (12:00-10 FM) (10:0-200 FW) (2:00-300 FW) (2:00-400 FW	0 PM (4:00 - 5:00 PM)		
0	1	2	3	4	5	•	7		Mon, Aug 9th			
	8	9 • 16	10 17	11 18	12 19	13 20	14		(800-900 AM) (900-1000 AM) (1000-1100 AM) (1100-1200 PM) (1200-100 PM) (100-200 PM) (200-300 PM) (300-400	0 PM (4:00 - 5:00 PM)		
	22	23	24	25	26	27	28		Tue, Aug 10th (E:00-900 AM) (9:00-10:00 AM) (10:00-11:00 AM) (11:00-12:00 PM) (12:00-1:00 PM) (1:00-2:00 PM) (2:00-3:00 PM) (3:00-4:0	0 PM 4:00 - 5:00 PM		
	29	30	31						Wed, Aug 11th			
	Appointment							t	(800-900 AM) (900-1000 AM) (1000-1100 AM) (1100-1200 PM) (1200-100 PM) (100-200 PM) (200-300 PM) (300-40	0 PM 4:00 - 5:00 PM		
	Staff Searc	ch by n	ame	n	100	lalit	/	~	Thu, Aug 12th (E:00-900 AM) (900-1000 AM) (10:00-11:00 AM) (11:00-12:00 PM) (12:00-1:00 PM) (1:00-2:00 PM) (2:00-3:00 PM) (3:00-4:0	0 PM (4:00 - 5:00 PM)		
	How w	rould y	ou like	to me	et?				Fri, Aug 13th			
		ch by r				_		^	(800-900 AM) (900-1000 AM) (1000-1100 AM) (1100-1200 PM) (1200-100 PM) (100-200 PM) (200-300 PM) (300-40	0 PM 4:00 - 5:00 PM		
		n-Persi Iirtual	n						Mon, Aug 16th (8:00-9:00 AM) (9:00-10:00 AM) (10:00-11:00 AM) (11:00-12:00 PM) (12:00-1:00 PM) (1:00-2:00 PM) (2:00-3:00 PM) (3:00-4:0	0 PM)(4:00 - 5:00 PM)		

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, review the meeting type selected, and select your appointment reminders (email and/or text). Once you are ready to schedule click the 'Schedule' button.

What type of appointment would you like to schedule? Idvising		Service Associate Degree for Transfer
Date 08/06/2021		Time 8:00 AM - 9:00 AM
.ocation .cademic Advising Center The Academic Advising Center offers current students advising or	I General Education/Graduation Requirements. The Center engages stu	dents in a developmental process that helps clarify and implement individual educational plans consistent with their s
staff taio Ciocarelli		×
iow would you like to meet?		
X (In-Person ×) Searce	Appointment	Appointment Details
'ou are seeing the meeting types available for this time slot.	Modality	
Vould you like to share anything else?		
Add your comments here	6	
	Comment for your	
Email Reminder	advisor	
eminder will be sent to italo.ciccarell@csus.edu		
Z Text Message Reminder	Appoitment Reminder	s
hone Number for Text Reminder		

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

