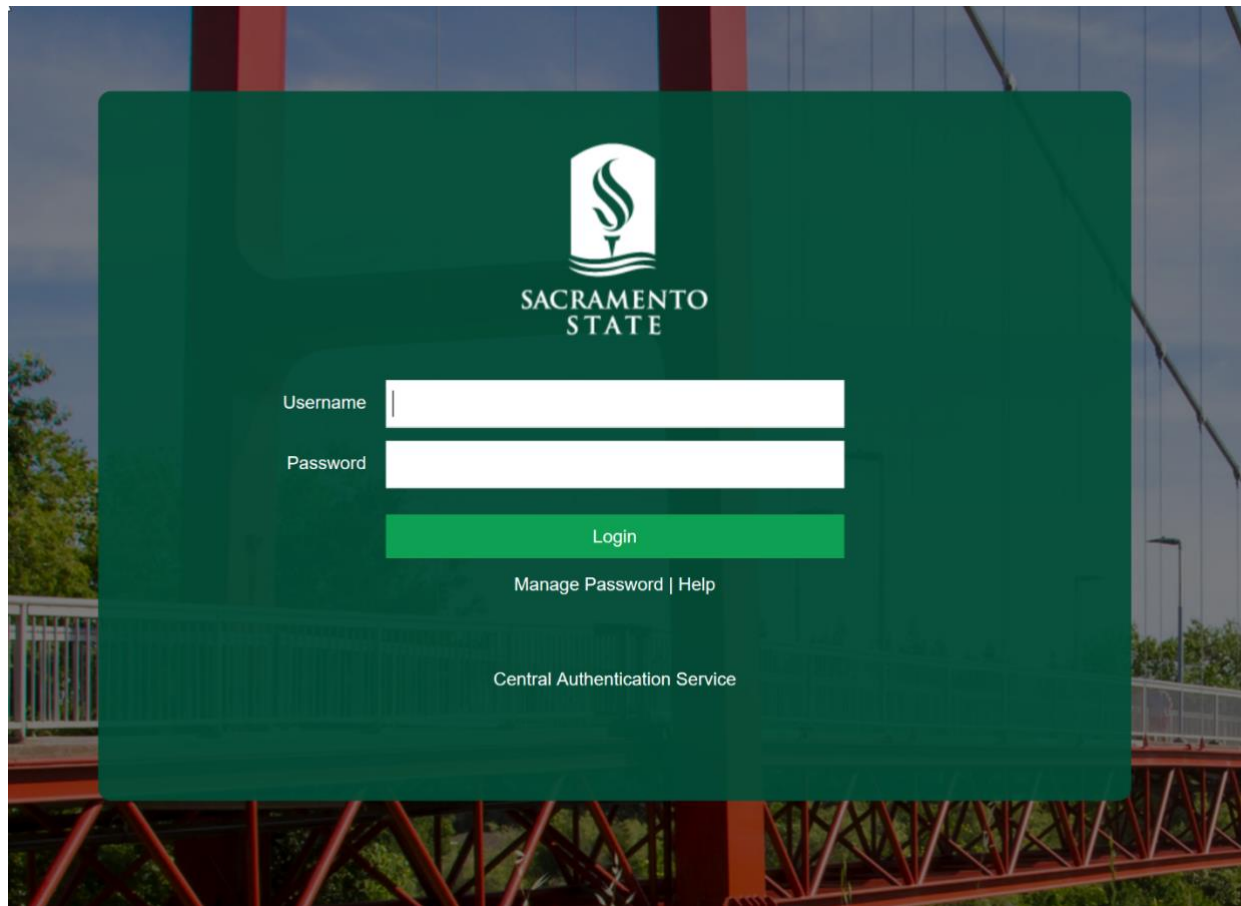


# EAB Online Scheduler Instructions

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 <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

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 & CARES
- Financial Wellness
- Tutoring

Pick a Date ⓘ

Monday, January 18th 2021

Find Available Time

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?

\*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

Me

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.

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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



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 filters on the right 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.

## New Appointment

**All Filters** [Start Over](#)

What type of appointment would you like to schedule?

Advising

Service

General Education

Pick a Date [📅](#)

January 2021

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 [▼](#)

### Filters

Advising  General Education

**IC** **Italo Ciccarelli**  
Academic Advising Center

The Academic Advising Center offers current students advising on General Education/Graduation Requirements. The Center engages students in a developmental process that helps clarify and implement individual educational plans consistent with their skills.

**Tue, Jan 19th**

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 - 4:00 PM 4:00 - 5:00 PM

**Wed, Jan 20th**

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 - 4:00 PM 4:00 - 5:00 PM

**Thu, Jan 21st**

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 - 4:00 PM 4:00 - 5:00 PM

**Fri, Jan 22nd**

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 - 4:00 PM 4:00 - 5:00 PM

**Mon, Jan 25th**

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 - 4:00 PM 4:00 - 5:00 PM

**Tue, Jan 26th**

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 - 4:00 PM 4:00 - 5:00 PM

**Wed, Jan 27th**

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 - 4:00 PM 4:00 - 5:00 PM

All times listed are in local browser timezone.

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.

### Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Advising	<b>Service</b> General Education
<b>Date</b> 01/19/2021	<b>Time</b> 8:00 AM - 9:00 AM
<b>Location</b> Academic Advising Center The Academic Advising Center offers current students advising on General Education/Graduation Requirements. The Center engages students in a developmental process that helps clarify and implement individual educational plans consistent with their skills,	
<b>Staff</b> Italo Ciccarelli	

**Appointment Details** (indicated by a red arrow pointing to the top-right of the appointment details table)

**Comment for your advisor** (indicated by a red arrow pointing to the comment box)

**Appointment reminders** (indicated by a red arrow pointing to the reminder options)

Email Reminder  
Reminder will be sent to: **Your email**

Text Message Reminder

Phone 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.
- 8.

Success!

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## Appointment Scheduled

Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)