**LOG IN**

Log in using Single Sign-On

[https://sso.csulb.edu](https://sso.csulb.edu)

Use your student ID number and Beach password (same as used for MyCSULB/BeachBoard. Click on the BEACH CONNECT button.

**GET ASSISTANCE**

On the far right side, click the “Get Assistance” Button to make an advising appointment.

**CHOOSE TYPE: Tutoring**

From the drop down menu choose the type of appointment you need. Currently you can schedule appointments for:
- Academic Advising
- Academic Coaching
- Beach Central
- Tutoring
- Veterans Services
- Writing Support

**SELECT SERVICE**

Choose the reason for your appointment. Scroll down to see all the available options. Course-Based Tutoring is the most common.
**CHOOSE A MEETING TYPE.**

Scroll down and select how you want to meet. You can choose **In Person**, **Online**, or **Phone**.

**CHOOSE A LOCATION**

Select your tutoring center by clicking on the appropriate Location. You may select a specific tutor or let the system assign one.

**SELECT A DAY AND TIME**

Choose the day and time that fits with your schedule. If none of the available times work for you, you can view the Drop-in Times for the tutoring center.

**CONFIRM**

Review the **Appointment Details** and select which method you wish to receive your reminder: email or text. Please put a few brief notes about what you’d like to discuss with your advisor in the comment box.