BEACHCONNECT

Appointment Scheduling Guide

LOG IN

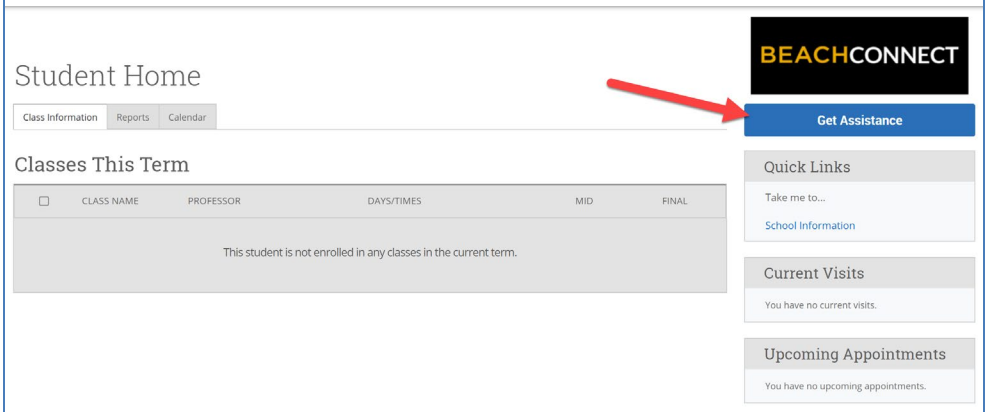
Log in using Single Sign-On

https://sso.csulb.edu

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

GET ASSISTANCE

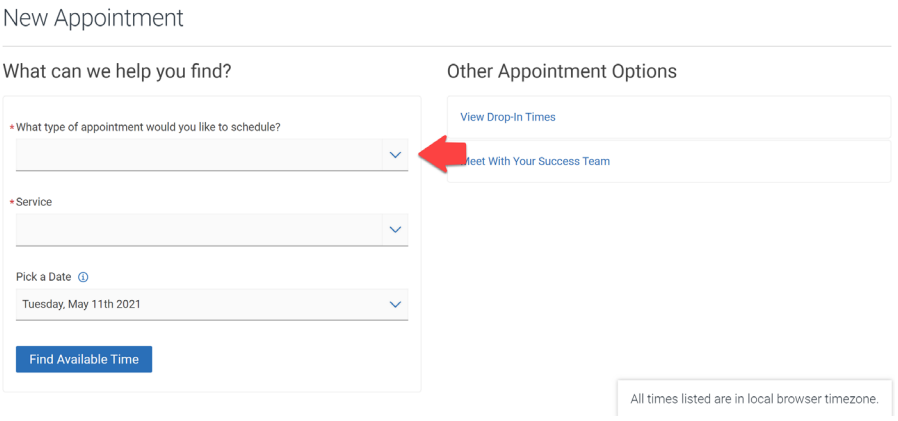
On the far right side, click the **"Get Assistance"** Button to make an advising appointment.



CHOOSE TYPE

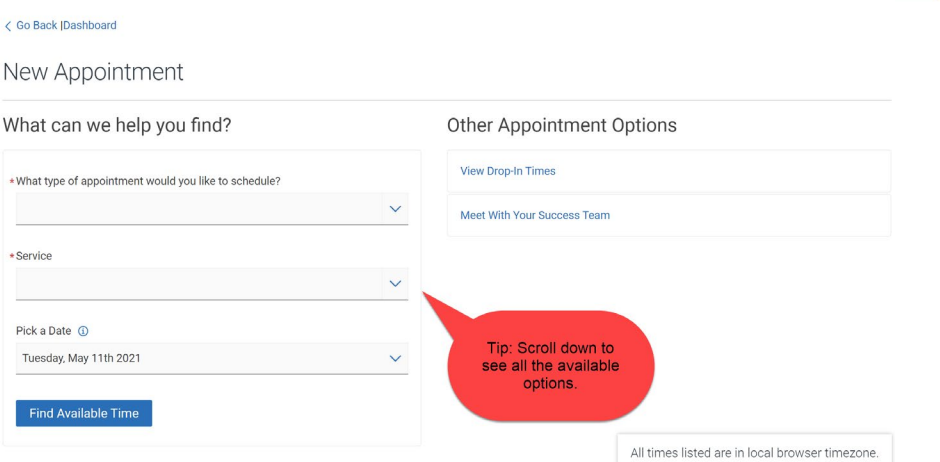
From the drop down menu choose the type of appointment you need. Currently you can schedule appointments for:

- Academic Advising
- Academic Coaching
- Beach Central
- Career Counseling
- Tutoring
- Veterans Services
- Writing Support



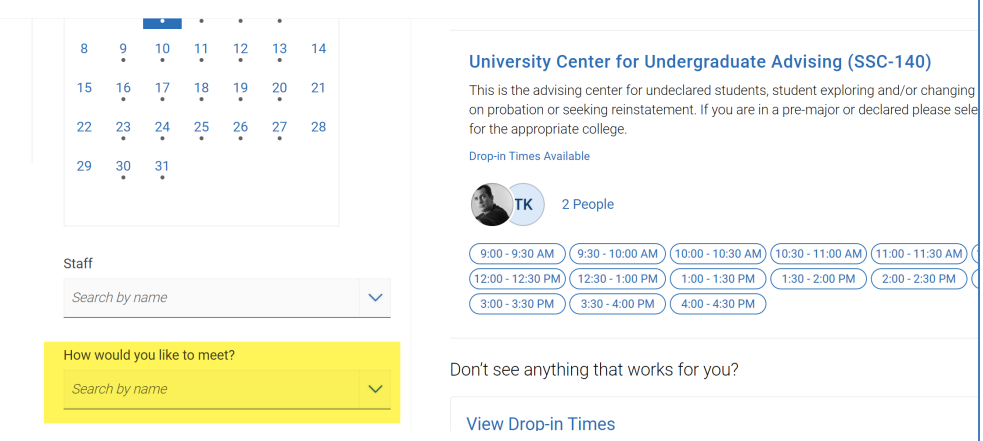
SELECT SERVICE

Choose the reason for your appointment. Scroll down to see all the available options. Click **Find Available Time.**



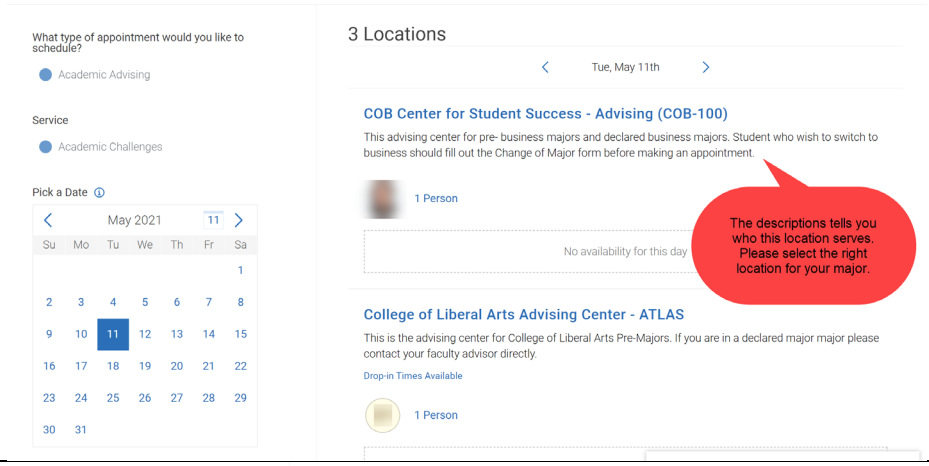
CHOOSE A MEETING TYPE.

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



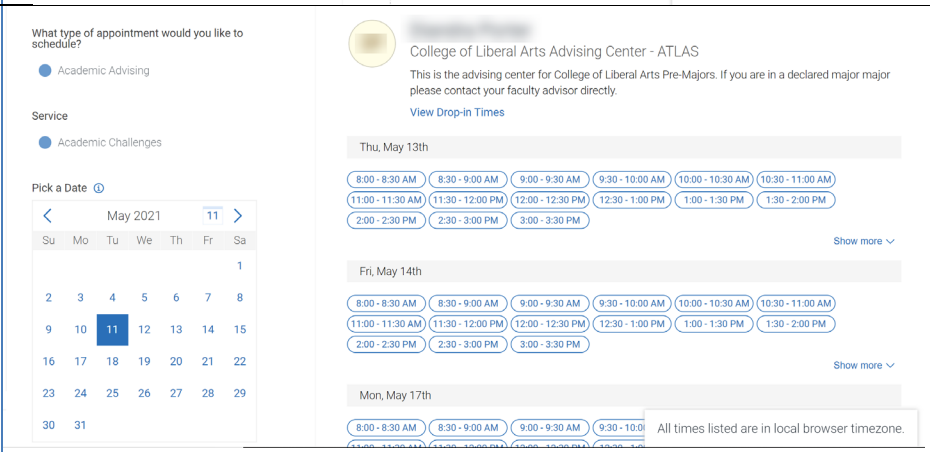
CHOOSE A LOCATION

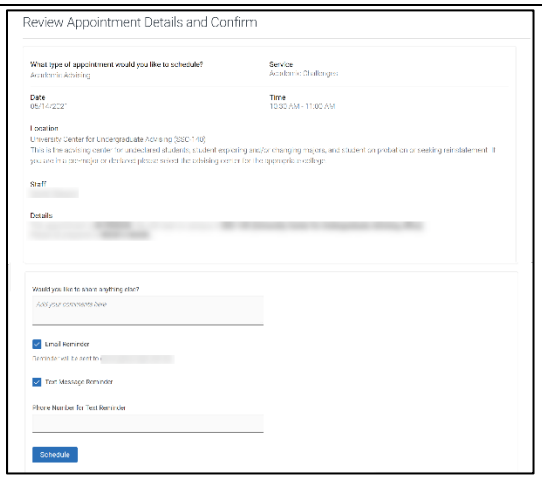
Select your advising center by clicking on the appropriate Location. You may select a specific advisor or let the system assign one. If you don't know your advising center click here for a list of campus advising centers.



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 advising center.



CONFIRM

Review the **Appointment Details** and select which method you wish to receive your reminder: email or text. Make note of the meeting type to ensure that choice is what you wanted. Please put a few brief notes about what you'd like to discuss with your advisor in the comment box.