Scheduling an Advising Appointment

1) 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.

2) GET ASSISTANCE
On the far right side, click the “Get Assistance” Button to schedule an advising appointment.

3) CHOOSE TYPE
From the drop down menu choose the type of appointment you would like to schedule. For an advising appointment with us, choose:
   - Academic Advising

4) SELECT SERVICE
Choose the reason for your appointment. Scroll down to see options. Select. Click Find Available Time.
5) **CHOOSE A MEETING TYPE.**

Scroll down and select how you want to meet with an Advisor.

You can choose **In Person, Online, or Phone.**

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6) **CHOOSE A LOCATION**

Select your advising center by clicking on the appropriate Location.

For Liberal Studies Academic Advising, select the **College of Education - Liberal Studies Advising (EED-67)**

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7) **SELECT A DAY AND TIME**

Choose the day and time that fits with your schedule. If none of the available times work for you, refer to the Department of Liberal Studies Website for drop-in advising or email us at Ced-LibSt@csulb.edu.

*Days and times are listed up to two weeks in advance, at most.*

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8) **CONFIRM**

Review the **Appointment Details** and select the method you wish to receive your reminder: email or text.

Provide a few **brief notes** about what you'd like to discuss with your advisor in the comment box. This helps with preparation for your advising appointment.