



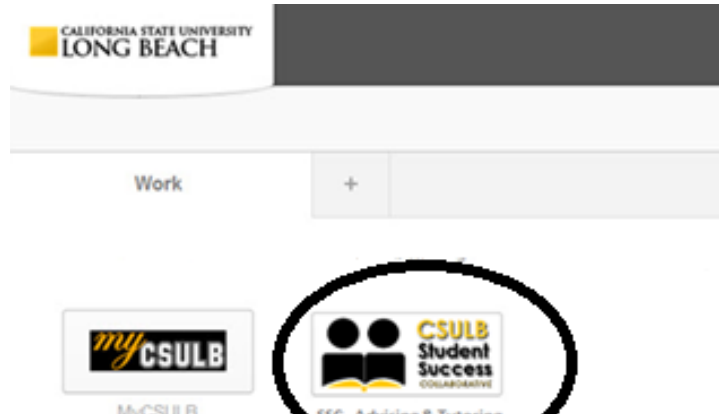
## Request an Appointment with an Advisor

### LOG IN

Log in using Single Sign-On

<https://sso.csulb.edu>

Use your student ID number and Beach password (same as used for MyCSULB/BeachBoard). Click on the SSC-Advising & Tutoring button.



### SCHEDULE ADVISING

On the far right side, click the "Schedule Advising" Button to making an advising Appointment.



### SELECT A REASON

To begin, select the **Reason** you are seeking advising from the drop down list. If none of the options represent your needs choose the one closest.

### Schedule Advising Appointment

A screenshot of the "Schedule Advising Appointment" form. It features a progress bar with four steps: "Reason", "Location & Advisor", "Time Select", and "Confirm". The "Reason" step is currently active. Below the progress bar is a text input field with the prompt: "To help you get advising quickly, please tell us why you'd like to meet with an advisor." A dropdown menu is visible below the text input field.

## CHOOSE A LOCATION

Select your advising center from the Location drop down. 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.

### Schedule Advising Appointment

The screenshot shows the 'Location & Advisor' step of the scheduling process. It features a progress bar at the top with four stages: Reason, Location & Advisor (highlighted), Time Select, and Confirm. Below the progress bar, a form asks 'What location do you prefer?' with a dropdown menu currently set to 'University Center for Undergraduate Advising'. A note below asks 'Which advisor? You may select more than one. If you don't have a preference, just click Next.' There is an 'Any Advisor' input field. At the bottom, there are 'Back' and 'Next' buttons.

## 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 Walk-in Times for the advising center.

### Schedule Advising Appointment

The screenshot shows the 'Time Select' step of the scheduling process. It features a progress bar at the top with four stages: Reason, Location & Advisor, Time Select (highlighted), and Confirm. Below the progress bar, there are navigation buttons for 'prev week' and 'next week'. The main area is titled 'Appointment Times This Week' and displays a grid of days from Monday to Friday. Each day has two time slots: Morning and Afternoon. For Tuesday, March 15, both Morning (7 Available) and Afternoon (6 Available) slots are highlighted in blue. A yellow banner at the bottom asks 'Can't find a time that works in the next couple of weeks?' with a 'View Walk-in Times' button. At the bottom, there are 'Back' and 'Next' buttons.

## 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.

### Schedule Advising Appointment

The screenshot shows the 'Confirm' step of the scheduling process. It features a progress bar at the top with four stages: Reason, Location & Advisor, Time Select, and Confirm (highlighted). A yellow banner at the top states 'Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.' Below this is the 'Appointment Details' section, which includes: 'Who: Daniel Gleason with Daniel Gleason', 'When: Tuesday, March 15 2:00pm - 2:30pm', and 'Where: University Center for Undergraduate Advising'. The 'Additional Details' section contains a text area for 'Comments for your advisor...' and a 'Would you like to set a reminder?' section with 'Send Me an Email' and 'Send Me a Text' buttons. At the bottom, there are 'Back' and 'Confirm Appointment' buttons.