**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.