How to Schedule Advising Appointments Online

Liberal Studies Advising Department

1. Log into your CSULB account through the Single Sign-On portal.
   • Visit http://sso.csulb.edu/
   • Enter your Campus ID # and Password to log in.

2. Click on the “SSC – Advising & Tutoring” button.

3. On the right side of the webpage, click on the blue “Get Assistance” button.

4. Answer each of the three questions listed by selecting from the drop-down bars and then click the blue “Next” button on the bottom right to proceed.
5. Select “College of Education – Teacher Preparation Advising Center” from the drop-down bar as the appointment location.
   - Under “Pick Staff Member,” you have the option to choose a specific advisor. If you have no preference, leave it blank.
   - Click the blue “Next” button on the bottom right to proceed.

6. View the available days and times for appointments from the calendar.
   - Click on a day and choose your desired time slot.
   - Click the blue “Next” button on the bottom right to proceed.

7. Review the appointment details, including any specific notes from the department regarding Zoom or phone options.
   - In the bottom section, you may write any specific questions/comments in the text box for the advisor to review prior to the appointment.

8. Click the blue “Confirm Appointment” button on the bottom right to complete the appointment request.