

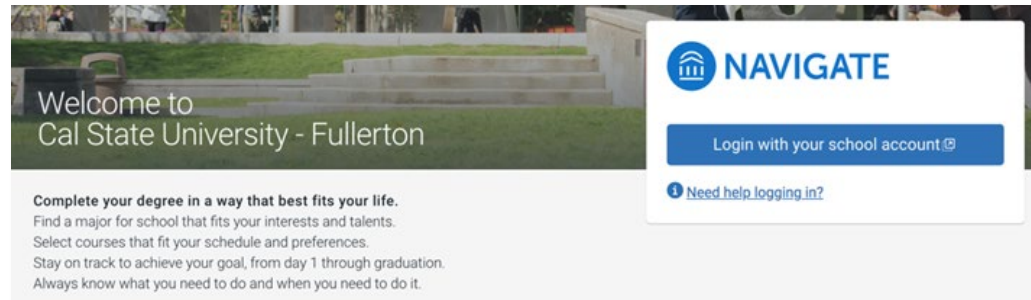
How to Schedule an Advising Appointment with the Business Advising Center

Please read the instructions below:

STEP 1

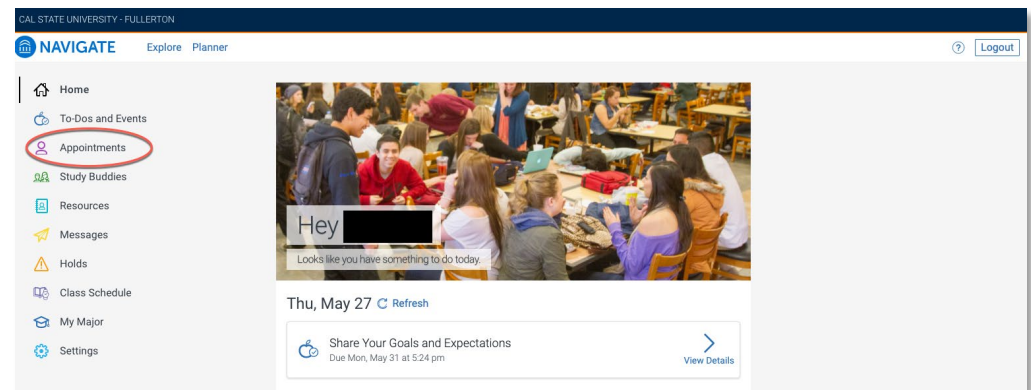
Click on the [Navigate Link](https://fullerton.navigate.eab.com/app/)
(<https://fullerton.navigate.eab.com/app/>)

Click on **Login with your school account**
and use your CSUF username and
password



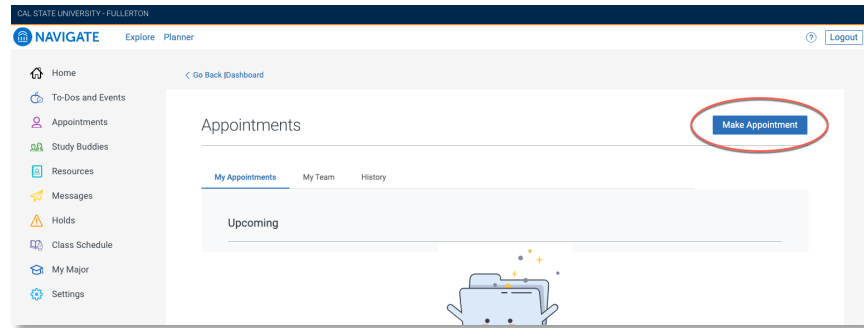
STEP 2

From the left-hand menu, click on
Appointments



STEP 3

Click on the **Make an Appointment** blue button on the top right.



STEP 4

1) Select the following for each section:

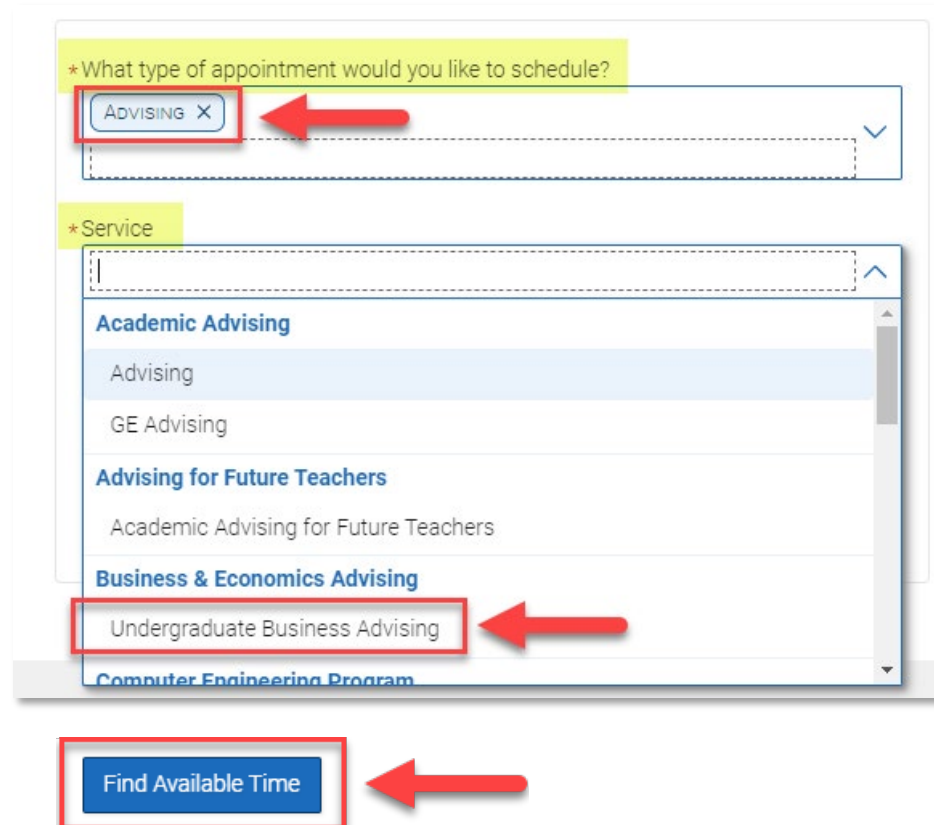
“What type of appointment would you like to schedule?”

↳ **Advising**

“Service”

↳ Under the *Business & Economics Advising* location, select **Undergraduate Business Advising**

2) Pick a date, then click the **Find Available Time** blue button. Available dates and times will be displayed.



STEP 4 continued...

IMPORTANT: If you don't see any available appointments, read below:

- You **cannot** book an appointment **more than 1 week in advance**. Only available appointments within a week will be visible.
- Additional appointments open up every hour for the following week. We do *not* offer advising on Friday, Saturday, or Sunday.
- If there are no available appointments, check back, as additional times will be added.

View our [Advising Services website](#) for alternative ways to seek advising.

STEP 5

Choose and Confirm your Appointment

Make sure to review that you selected the correct day/time and check the boxes to receive an email and/or text message **reminder**.

Non-business majors, if you are scheduling a change-of-major appointment or want to discuss business minors, please add that as a comment when you book the appointment.

Click **Schedule**

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Advising

Date 05/25/2021

Time 3:00 PM - 3:30 PM

Location Undergraduate Business Advising Center SGMH-1201
Undergraduate Business Advising SGMH-1201

Staff Diane Mazzezy

Would you like to share anything else?
Add your comments here

Email Reminder
Reminder will be sent to [REDACTED]

Text Message Reminder
Phone Number for Text Reminder

Complete!

You will see a screen notifying you that your appointment has been scheduled.

You will receive an email confirmation to your CSUF email address.

