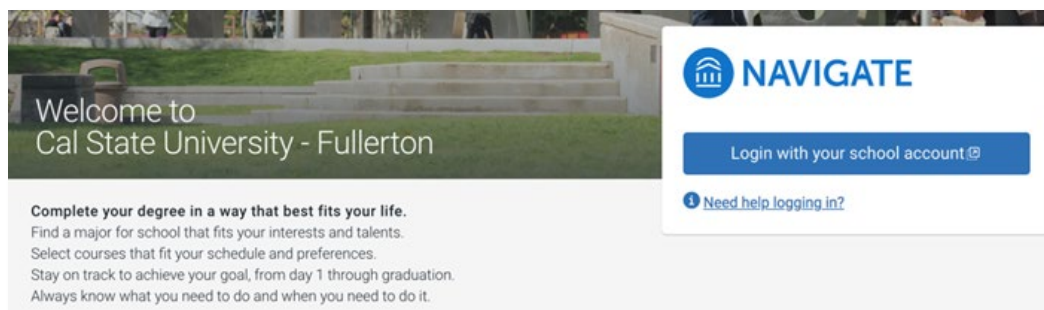


Instructions for Scheduling an Advising Appointment with the **Business Advising Center** *Please read the instructions thoroughly*

STEP 1

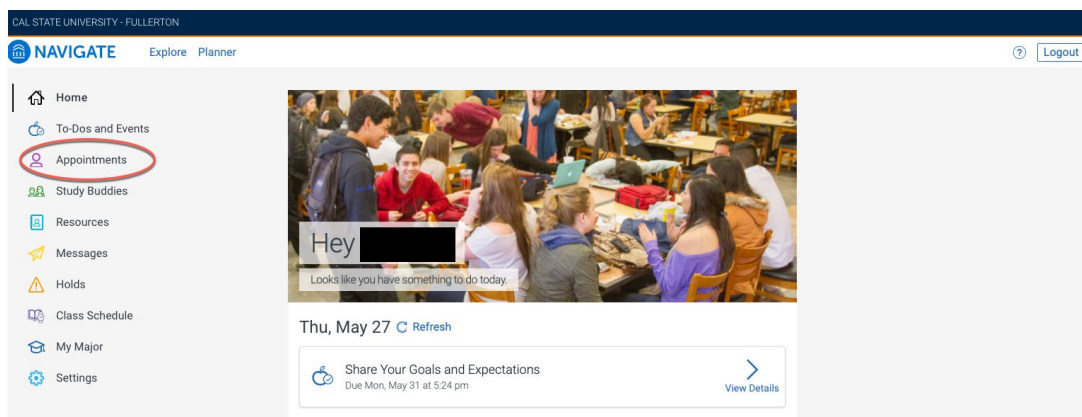
Click on the [Navigate Link](#).

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



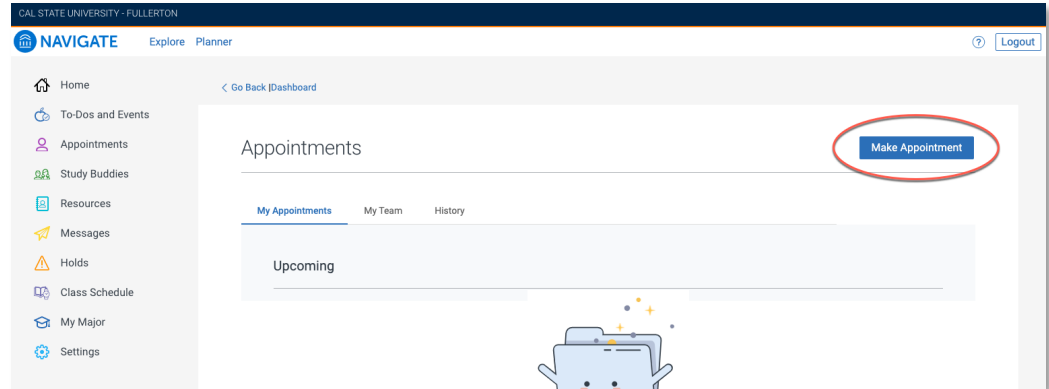
STEP 2

From the left-hand menu, click on
“**Appointments**”



STEP 3

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



STEP 4

Select the following:

- **What type of appointment would you like to schedule?**

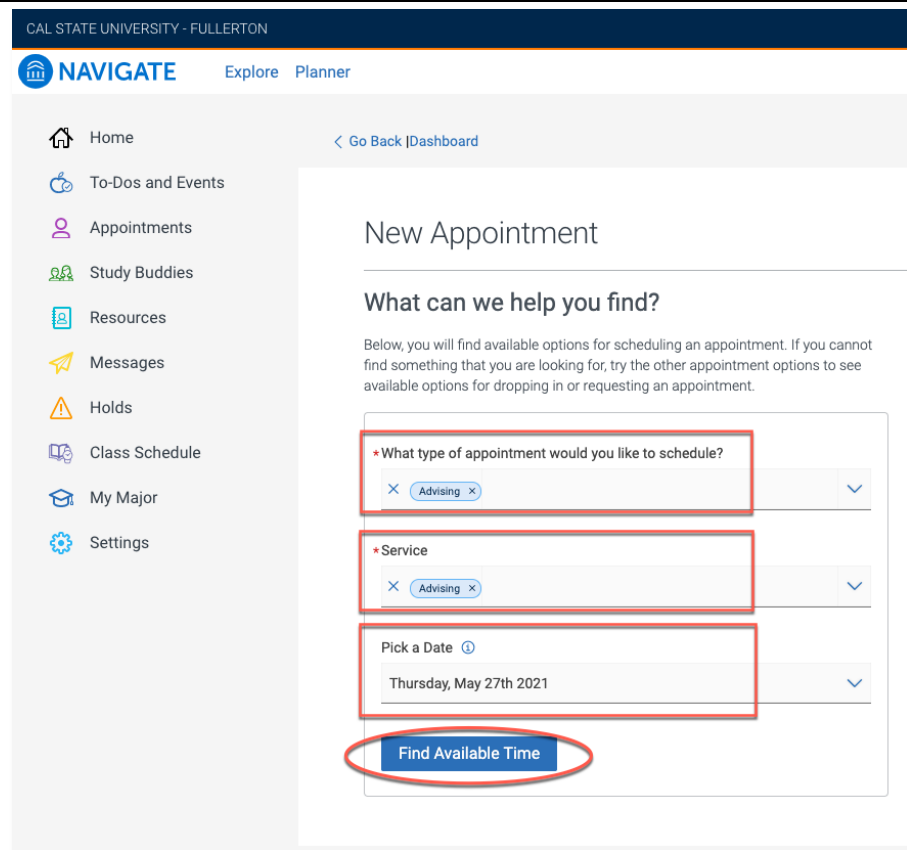
Please select "Advising"

- **Service**

Please select "Advising"

- **Pick a date**

- **Click "Find Available Time"**



STEP 5

Choose “Business Undergraduate Advising Center”

**Don't see any available appointments?
Read below:**

- You **cannot** book an appointment **more than one week in advance**.
- If there are no available appointments, or the Business Advising Center location is not visible, check back the following morning as **additional appointments will be added**.

The screenshot displays an appointment scheduling interface. On the left, there are filters for 'What type of appointment would you like to schedule?' (Advising), 'Service' (Advising), and 'Pick a Date' (May 2021, with the 19th selected). Below these are dropdown menus for 'Staff', 'Location', and 'Course'. On the right, under '2 Locations', the 'Department of Chicana and Chicano Studies' is shown with 1 person (JL). Below this, a red circle highlights the 'Undergraduate Business Advising Center SGMH-1201' location, which has 10 people available (AC, DZ, JM, FS, JS, LS, WZ, MD, SL, SH). The interface also shows 'No availability for this day' for the days before and after the selected date. At the bottom right, it states 'All times listed are in local browser timezone.'

STEP 6

Confirm your Appointment

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

Click **“Schedule”**

NAVIGATE

Quick Search

< Go Back | Dashboard

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Advising	Service 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

[Schedule](#)

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.

NAVIGATE

Quick Search

Success!

Appointment Scheduled
Great job scheduling your appointment!

[View Appointments](#) [Schedule Another Appointment](#)