# 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/)

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.*

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**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**
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.