Instructions for Scheduling an Advising Appointment with the Business Advising Center

*Please read the instructions thoroughly*

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
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<tbody>
<tr>
<td><strong>Click on the <a href="#">Navigate Link</a>.</strong>&lt;br&gt;Click on “Login with your school account” and use your CSUF username and password</td>
<td>From the left-hand menu, click on “Appointments”</td>
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</table>
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.
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”

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.