

**LOG IN**

Log in using Single Sign-On

<https://sso.csulb.edu>

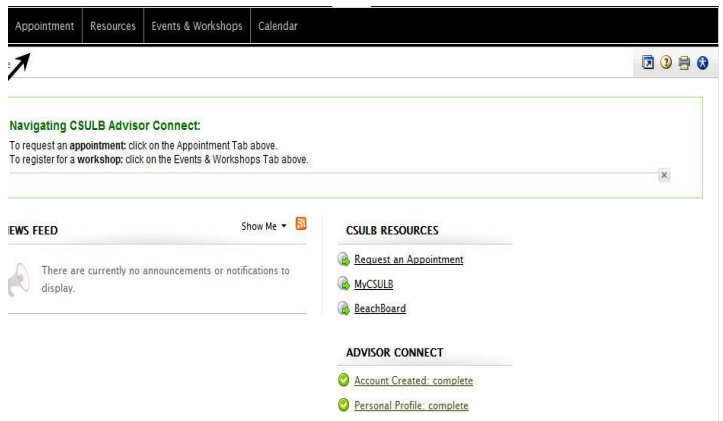
Use your student ID number and Beach password (same as used for MyCSULB/Beachboard.

Click on the Advisor Content button.



**REQUEST AN APPOINTMENT**

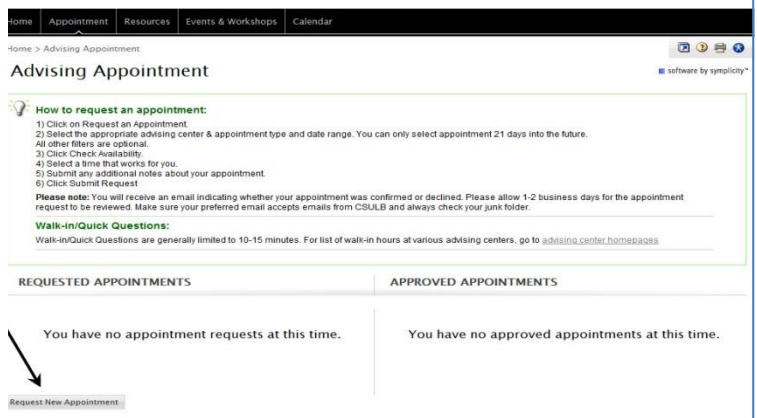
From the main page, click on the Appointment Tab



**REQUEST AN APPOINTMENT**

Scroll down and click on the [Request New Appointment] link.

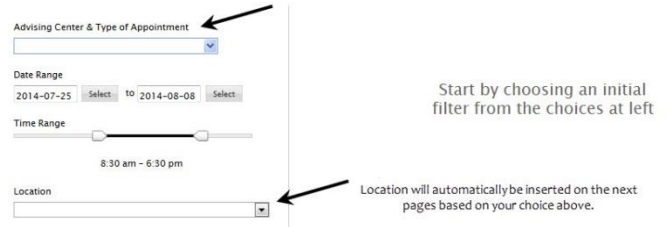
(When you have submitted a request it will appear on this page. If approved, it will move over to the approved appointments column).



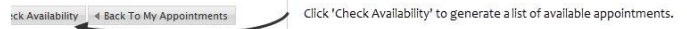
### COMPLETE REQUIRED INFO

- Advising Center & Type of Appointment

All other information is optional.



### CHECK AVAILABILITY



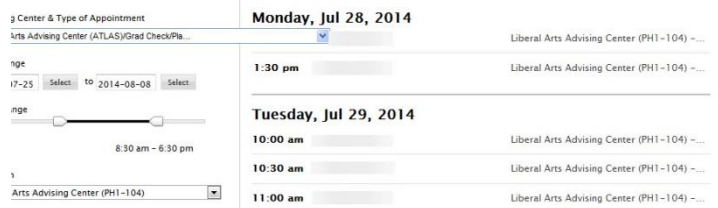
### SELECT DAY AND TIME

A list of available appointment

In the advising center you

Selected will appear on the right.

Select a day and time that works with your schedule by clicking on the advisor's name at that time.

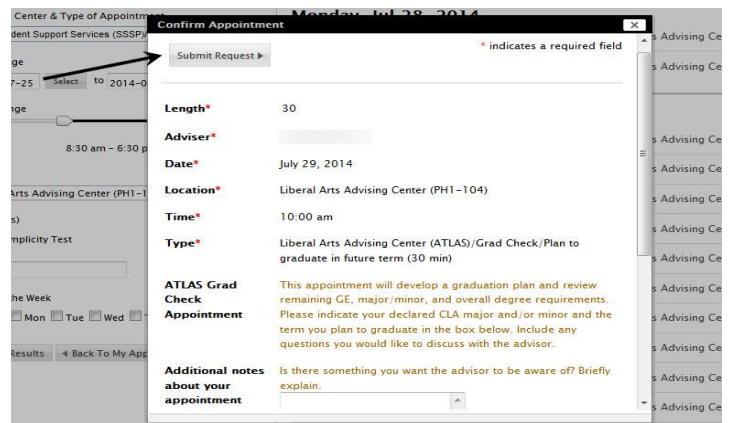


### FINALIZE YOUR REQUEST

Optional: In the box that appears, add any notes that you think are pertinent to your appointment.

\*\*\*If you selected "other" as the appointment type, this becomes required.

Submit your Request



### CHECK YOUR EMAIL

Make sure your preferred email

accepts emails from CSULB and

always check you junk folder.

You will get the following emails from Advisor Connect:

1. We have received your request (immediately).
2. Your request has been approved or denied (within 1-2 business days).
3. A reminder email will be sent the day before for all approved appointments.