

## New Student Appointment Scheduler Quick Reference Guide

Date: 8/5/2021

### HOW TO SCHEDULE AN APPOINTMENT

Log in using your My Cal State LA credentials  
**NOTE:** All Locations are Virtual at this time.

Click **Get Assistance**



Choose **Type of Appointment**

Choose a **Service**

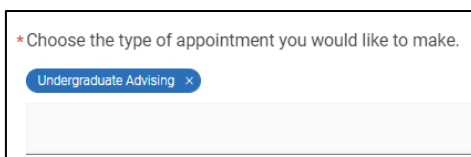
Scroll the menu to see list of services

Pick a **Date**

Click **Find Available Time**

**Important:** You can only select one Type of Appointment and Service at a time.

Your selection for Type of Appointment and Service will appear above the prompt in 'blue'. Click the "x" to remove your selection. See example below:



New Appointment

What can we help you find?

\* Choose the type of appointment you would like to make. ←

\* Choose a service ←

Pick a Date ⓘ ←

Find Available Time

### Option for **Course-Specific Services**

**Important:** If you are scheduling an appointment for assistance with a **Specific Course**, you must be enrolled in a course supported by the Service. Click **Find Available Time** and then Choose a course.

### Choose a **Time**

**Important:** In the calendar view, the small dot below the date indicates staff availability.

**Important:** You can use the filters below the calendar view to select a **Staff**, **Location**, **Meeting Type**, and a **Course** (if applicable).

If the student chooses a **Staff** member from the list, the appointment list shows only the time slot the Staff member has available.

Click **Schedule**

**Important:** You can add any additional comments in the field box: **Would you like to share anything else?**

**Important:** Student comments will appear in the Staff's Appointment Confirmation.

### Review Appointment Details and Confirm

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Choose the type of appointment you would like to make.  
Undergraduate Advising

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**Date**  
08/20/2021

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**Choose a location**  
College of Arts and Letters Advising Center

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**Choose a staff**  
Richard Valenzuela

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**Details**  
Meeting Location: Music 209.  
Please check in at the front desk when you arrive

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\*How would you like to meet?  
 Search by name ▼

You are seeing the only meeting type available for this time slot.

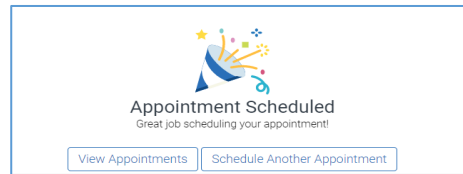
Would you like to share anything else?

Email Reminder  
 Reminder will be sent to rvalenz2@exchange.calstatela.edu

Text Message Reminder

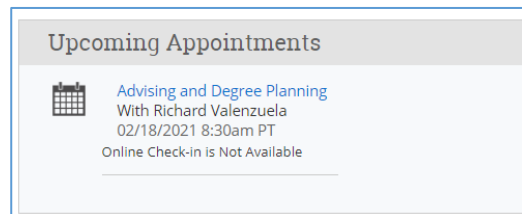
Phone Number for Text Reminder

**Appointment Confirmation**



**Where can I see my scheduled upcoming appointments?**

Scheduled upcoming appointments can be viewed on the Navigate Student Home Page.



## HOW TO VIEW DROP-IN APPOINTMENT TIMES

### Are Drop-In Appointments available?

Yes, Drop-in appointments are currently available for a select few locations and services.

You can view drop-in times (where applicable) on the Navigate LA Home Student Scheduling Home Page, and throughout the scheduling experience.

Click **Get Assistance**

Select **View Drop-In Times**

Students can **Check-in with first available** (when applicable) or **Drop-in Online** (where available).