

NAVIGATOR

Appointment Scheduler Quick Reference Guide

How to Schedule an Advising Appointment

Navigator: <https://sfsu.campus.eab.com/>
Log in using your SF State credentials

NOTE: For Fall 2021, appointments will be offered on Zoom and on-campus.

Schedule an Appointment

On the upper right side of your student homepage, click the **Schedule an Appointment** button to open the appointment scheduling tool.



What Can We Help You Find?

After selecting **Schedule an Appointment**, the appointment-making workflow will open. You will need to expand the drop-down in each area to check appointment availability.

* What type of appointment would you like to schedule?

* Service

Pick a Date ⓘ

Tuesday, May 25th 2021

Find Available Time

What Kind of Appointment Would You Like to Make?

To begin, select one of the appointment types. For an **Academic Advising** appointment, you will need to select **Advising**.

* What type of appointment would you like to schedule?

Advising

* Learning Support

What is the Primary Reason for this Appointment?

Select the service that best matches the reason you are seeking assistance.

Important: For the Fall 2021 semester, you will have the ability to schedule virtual Zoom appointments and on-campus appointments. To schedule an on-campus appointment, you need to select **In-Person Advising - All Topics [On Campus]**.

Academic Success Strategies. [ZOOM]

Choosing/Registering for Classes. [ZOOM]

Getting Involved on Campus. [ZOOM]

In-Person Advising - All Topics [On-Campus]

Major Exploration. [ZOOM]

Other Reason or Follow-up. [ZOOM]

Pick a Date

Pick a day to see available times for the day. Please note the system will also display availabilities for 30 days after the selected date.

Select **Find Available Time** to pull up the availabilities for the selections made.

* Service

Pick a day to see available times for that day and the 30 days after that date

Pick a Date ⓘ

Tuesday, May 25th 2021

Find Available Time

Select an Appointment Time

The availabilities shown will be dependent on the previous decisions you have made for appointment type and appointment service.

(1) If more than one advisor has availabilities that fit your selections, all of the advisor availabilities will show. To view the availabilities for a specific advisor, please select **View Individual Availabilities**.

Select a time for the appointment by clicking on the time block.

(2) If you need to start the appointment process over, please select **Start Over** at the top of the screen.

All Filters

[Start Over](#)

2 Advising Academic Success Strategies [ZOOM]

What type of appointment would you like to schedule?

Advising

Service

Academic Success Strategies [ZOOM]

Pick a Date

< May 2021 25 >

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CoB Student Success Center

3 People

[View individual availabilities](#)

Wed, May 26th

1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Thu, May 27th

11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM

Fri, May 28th

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM
2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM

Mon, May 31st

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM
2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM

Review Appointment Details and Confirm

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

Important: Your comments will appear in the advisors Appointment Confirmation.

The confirmation screen will allow you to confirm the location of your appointment. If you selected a Zoom appointment, you would see the Zoom URL.

If the appointment details are correct, click **Schedule** to make the appointment with the advisor.

Review Appointment Details and Confirm

What type of appointment would you like to schedule?

Advising

Date

05/26/2021

Location

CoB Student Success Center

Staff

Advisor Name

Would you like to share anything else?


Add your comments here

Email Reminder

Schedule

Appointment Confirmation

Select “**View Appointments**” to see all of the upcoming Advising appointments you have scheduled. You may start the appointment-making workflow again by clicking on “**Schedule Another Appointment.**”




Appointment Scheduled
Great job scheduling your appointment!

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

Where can I see my scheduled upcoming appointments?

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

Upcoming Appointments



Academic Success Strategies [ZOOM]
With **Advisor Name**
05/26/2021 1:30pm PT
Online Check-in is Not Available

Advising Location Directory

Suppose you don't see appointment availabilities in the workflow. In that case, you may visit the SF State Advising Hub to find information and contact details for all of the advising locations at San Francisco State University.

Advising Hub Directory:
<https://advisinghub.sfsu.edu/node/4/>