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.