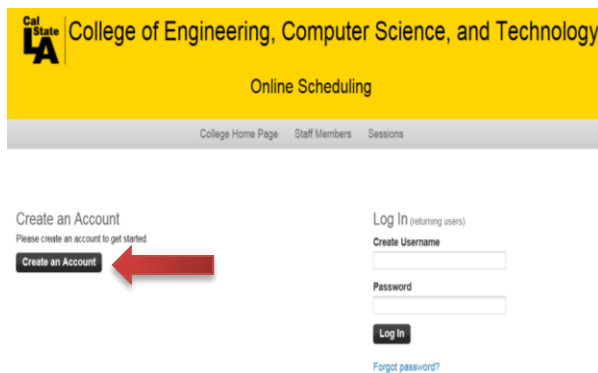
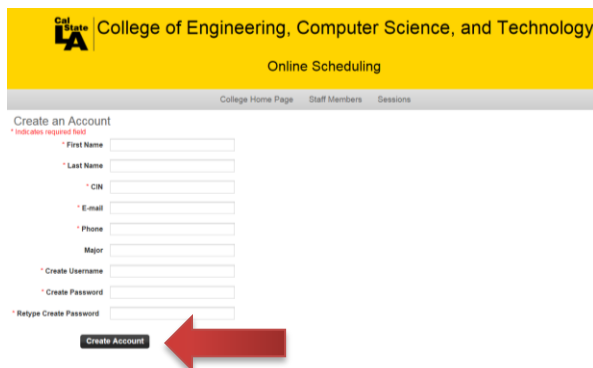


Creating an Appointment to see an Academic Advisor through Appointment Plus

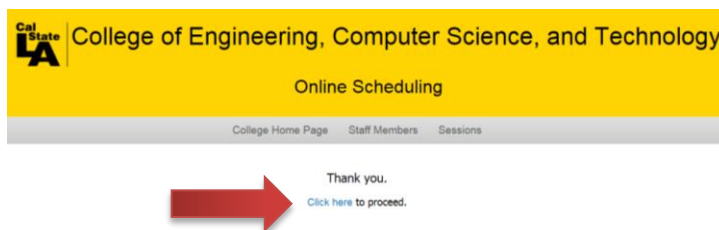
1. Open up web link:
<https://booknow.appointment-plus.com/7eljk0q2/>
2. Click “Create an Account”.



3. Fill out ALL Fields requested and click “Create Account”.



4. Account successfully created. Click the “Click here” icon.



5. To make an appointment with an Advisor, first select the Advisor you wish to see under “Select Staff Member.”

Cal State LA College of Engineering, Computer Science, and Technology

Online Scheduling

College Home Page Appointments Account Join Waiting List Staff Members Sessions Log Out

1. Select Staff Member 2. Select Session 3. Select Date 4. Select Time Appointment Activity

Appointment Locator

Address
5151 State University Dr.
Los Angeles, CA 90032

Select Staff Member
No preference

Select Session
Select Session

Welcome

To schedule an advisement appointment, please select from the drop-down options on the left side of the page.

1. Select the Staff Member (advisor) you would like to see. If you do not have a preference of advisor, please select "no preference" to continue to the next step.
2. Select the Session type, day and time you would like your appointment.

If you need any help, please contact the appropriate Advisement Center or Program for more information.

[Academic Quarterly Calendar](#)

Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments [Show All](#) [Print All](#)

You do not have any future Appointments scheduled

6. Select the type of appointment you are scheduling under “Select Session.” (i.e. General Advising, New Student, Probation, Disqualification, etc.)

Cal State LA College of Engineering, Computer Science, and Technology

Online Scheduling

College Home Page Appointments Account Join Waiting List Staff Members Sessions Log Out

1. Select Staff Member 2. Select Session 3. Select Date 4. Select Time Appointment Activity

Appointment Locator

Address
5151 State University Dr.
Los Angeles, CA 90032

Select Staff Member
No preference

Select Session
Select Session

Welcome Damaris

To schedule an advisement appointment, please select from the drop-down options on the left side of the page.

1. Select the Staff Member (advisor) you would like to see. If you do not have a preference of advisor, please select "no preference" to continue to the next step.
2. Select the Session type, day and time you would like your appointment.

If you need any help, please contact the appropriate Advisement Center or Program for more information.

[Academic Quarterly Calendar](#)

Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments [Show All](#) [Print All](#)

You do not have any future Appointments scheduled

7. To select the time for your appointment, select any of the NON-SHADED boxes. The NON-SHADED boxes are the Advisor's time availability.

College Home Page Appointments Account Join Waiting List Staff Members Sessions Log Out

1. Select Staff Member 2. Select Session 3. Select Date 4. Select Time

Appointment Locator

Address
5151 State University Dr.
Los Angeles, CA 90032

Select Staff Member
Rudy Ramirez

Select Session
General Advising (30 min)

Select Add-on Services
Select Add-on Service

Date

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

Select Appointment Time

If you don't see the time you are looking for, please [join the waiting list](#).

Rudy Ramirez

	Fri Mar 6	Sat Mar 7	Sun Mar 8	Mon Mar 9	Tue Mar 10	Wed Mar 11	Thu Mar 12
8:00am							
8:30am							
9:00am							
9:30am							
10:00am							
10:30am							
11:00am							
11:30am							
12:00pm							
12:30pm							
1:00pm							
1:30pm							
2:00pm							
2:30pm							
3:00pm							
3:30pm							
4:00pm							

8. Once you select a time, your appointment confirmation summary will be displayed as shown below.

Online Scheduling

College Home Page Appointments Account Join Waiting List Staff Members Sessions Log Out

1. Select Staff Member 2. Select Session 3. Select Date 4. Select Time

Appointment Locator

Address
5151 State University Dr.
Los Angeles, CA 90032

Select Staff Member
Rudy Ramirez

Select Session
General Advising (30 min)

Select Add-on Services
Select Add-on Service

Date

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

Selected Appointment

Staff Member Rudy Ramirez

Session General Advising

Date Friday, March 6, 2015

Start Time 8:00am

Your appointment has been confirmed!

We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.

[Print Confirmation](#)

[Activate text reminders](#)

Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments

• Friday, March 6, 2015 at 8:00am

[Show All](#) | [Print All](#)

[Print](#) | [Cancel](#) | [Export to Calendar](#)

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Powered by Appointment-Plus online appointment scheduling

9. To receive Text Messages Reminders for your appointment, click on “Activate text reminders.” This is **HIGHLY ENCOURAGED**.

The screenshot shows the 'Online Scheduling' interface. At the top is a yellow header with the text 'Online Scheduling'. Below it is a navigation bar with links: 'College Home Page', 'Appointments', 'Account', 'Join Waiting List', 'Staff Members', 'Sessions', and 'Log Out'. The main content area is divided into four sections: 1. Select Staff Member, 2. Select Session, 3. Select Date, and 4. Select Time. The 'Appointment Locator' section on the left includes fields for 'Address' (5151 State University Dr., Los Angeles, CA 90032), 'Select Staff Member' (Rudy Ramirez), 'Select Session' (General Advising (30 min)), 'Select Add-on Services' (Add-on Service), and a 'Date' calendar. The 'Selected Appointment' section on the right shows: 'Staff Member: Rudy Ramirez', 'Session: General Advising', 'Date: Friday, March 6, 2015', and 'Start Time: 8:00am'. A green confirmation box states: 'Your appointment has been confirmed! We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.' It contains a 'Print Confirmation' button and a link 'Activate text reminders' which is highlighted with a red arrow. Below this is the 'Appointment Activity' section, which includes a cancellation notice and a list of 'Future Appointments' (Friday, March 6, 2015 at 8:00am) with links to 'Print', 'Cancel', and 'Export to Calendar'. At the bottom right, it says '© California State University' and 'Powered by Appointment-Plus online appointment scheduling'.

10. To activate Text Reminders, select “Active” from the Status area.

The screenshot shows the 'Text Message Reminders Profile' form. It has a title bar with a close button. The form contains: 'Status' with radio buttons for 'Active' (selected) and 'Inactive' (with a note: '(If inactive, text message reminders will not be sent)'), 'Mobile Phone Number' with a text input field and the note '(any format acceptable)', and 'Carrier' with a dropdown menu labeled 'Select Carrier'. An 'Update' button is at the bottom.

11. Type in your Phone Number and select your cell phone Carrier. (i.e. Verizon, AT&T Wireless, Sprint, T-mobile, etc.). Once you complete the required information, click “Update” and you will now be able to receive Text Message Reminders.

This is another screenshot of the 'Text Message Reminders Profile' form, identical to the one above. Red arrows are added to point to the 'Mobile Phone Number' input field, the 'Carrier' dropdown menu, and the 'Update' button.