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:

*Choose the type of appointment you would like to make.
*Choose a service
Pick a Date

Thursday, February 18th 2021

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.

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Appointment Confirmation

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

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