Student Quick Guide

Class Information

When you log on to the Bay Advisor, your home page will always display your courses for the current term. The courses include your instructor’s name, the days and times of the course, and where the class is held. If the days/times section is blank, the course is online.

Reports

Any important advising notes shared by either your faculty or staff advisor can be viewed here. The notes will be listed in chronological order and will always include who created the note for your information.
Messaging

The Bay Advisor allows you to easily send email messages to your assigned instructor and academic advisor (if assigned).

To message an instructor or advisor:

1.) Select the button next to their name.
2.) Select the actions, and press “Send Message”

3.) Create your message. Always remember to include a subject. You can also attach documents to your message or copy another recipient.
4.) Select “Send Message” when you are ready for your message to be sent.
All messages sent with The Bay Advisor will be saved in your conversations tab.

Messages sent to you in the platform can be viewed from the notification bar.

To view messages sent to you by either instructors or advisors, select the envelop and view your messages.

Messages sent in the platform will also be sent to your horizon email account.

**Important Note:** If you are a student employee, you will want to make sure your primary email address is your horizon account. To make that change, you must go to MyCSUEB.
**Scheduling an Advising Appointment**

If your academic advisor has opted to use the Bay Advisor to schedule advising appointments, you can make an appointment with them easily.

1. Select Get Advising

![Image of the Bay Advisor](image)

2. Select why you are making an appointment.

   ![Select a reason for the appointment](image)

3. From there, select the more specific reason for the appointment.

   ![Select a more specific reason](image)

4. Select an advisor to see

   ![Select an advisor](image)
5. Find a day and time that works best with your schedule

6. Confirm your appointment details and add any comments that you believe your advisor should know before your meeting.

The Bay Advisor is an advising tool that should be used in addition to MyCSUEB. Both tools can help you be successful during your time at Cal State East Bay.

If you ever have any questions, concerns, or receive an error message, please contact David Reed – david.reed@csueastbay.edu or 510-885-2966