**HOW TO MAKE AN APPOINTMENT**

 **Logging in to the Student Portal**

1. Enter the following address into your web browser: <https://c43-shib.symplicity.com/sso/>

**(Note: You may want to bookmark the link for easy access)**

1. Enter your CSUEB NetID and Password and click on the Login button.



1. You will be directed to the home page of your student portal within Accommodate.

 **Scheduling a Counseling Appointment**

1. After logging into the Student Portal, click on the “Counseling Appointment” tab or the “Request a Counseling Appointment” link under Shortcuts.



1. Click on the “Request New Appointment” button.



1. Select a date range, time range, location, counselor, and/or days of the week. Once you have made your selections, click on the “Refine Results” button.

 

1. To make a selection, click on the counselor’s name next to your preferred appointment time.

 

1. Confirm the appointment details, enter any additional notes you would like to provide your counselor with regarding the appointment,

and click on the “Submit Request” button.

 

1. Once you submit the request, you will see the approved appointment in the “Counseling Appointment” tab under “Approved Appointments”.

