*THE BAY ADVISOR – APPOINTMENT SCHEDULE GUIDE*

1. Go to the Bay Advisor – Cal State East Bay using the link: <https://www.csueastbay.edu/aps/the-bay-advisor.html>



Click on **LOG ON HERE**.

1. Enter your netid and password to login.



1. Once you see the Bay Advisor page, click on **Get Assistance**.



1. Select the appointment type as **Advising**.



1. Pick the service category as **Project IMPACT Advising**.



1. Pick one of the service of your appointment from **Academic Advising, Financial Aid Counseling and Wellness Counseling**.
2. Academic Advising:



Select Academic Advising and click Next.

1. Financial Aid Counseling:



Select Financial Aid Counseling and click Next.

1. Wellness Counseling:



Select Wellness Counseling and click Next.

1. Pick the location for your appointment as **Project IMPACT – LI 2550**.



Select location and click Next.

1. Select the timing that suits you best per your availability.



Select the day and the time and click Next.

1. Review your appointment details, mention any comment for the staff if you want to, choose the meeting notification way via email/text, provide your contact number for getting the text.



Click on Confirm Appointment once done with reviewing.

You will receive an appointment confirmation message on your screen follows:

