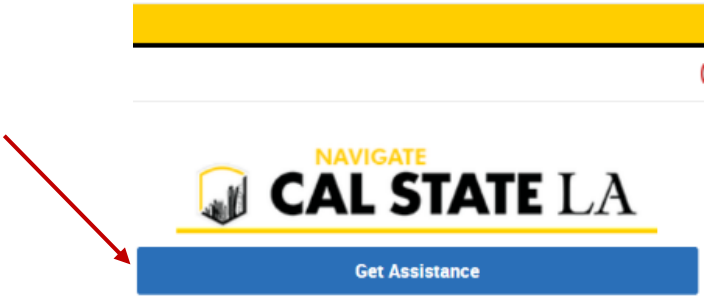
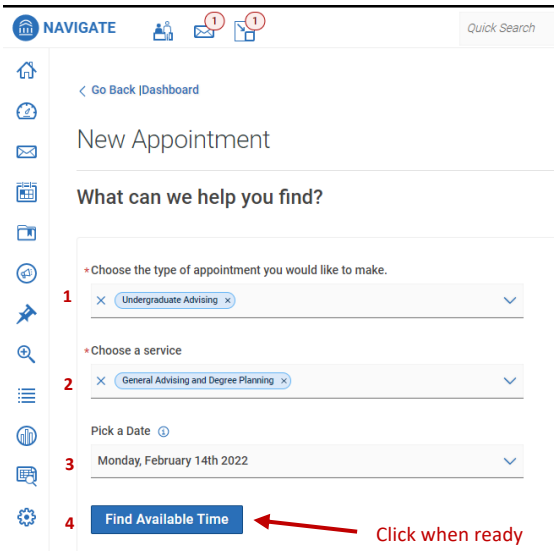
Requesting an Advising Appointment

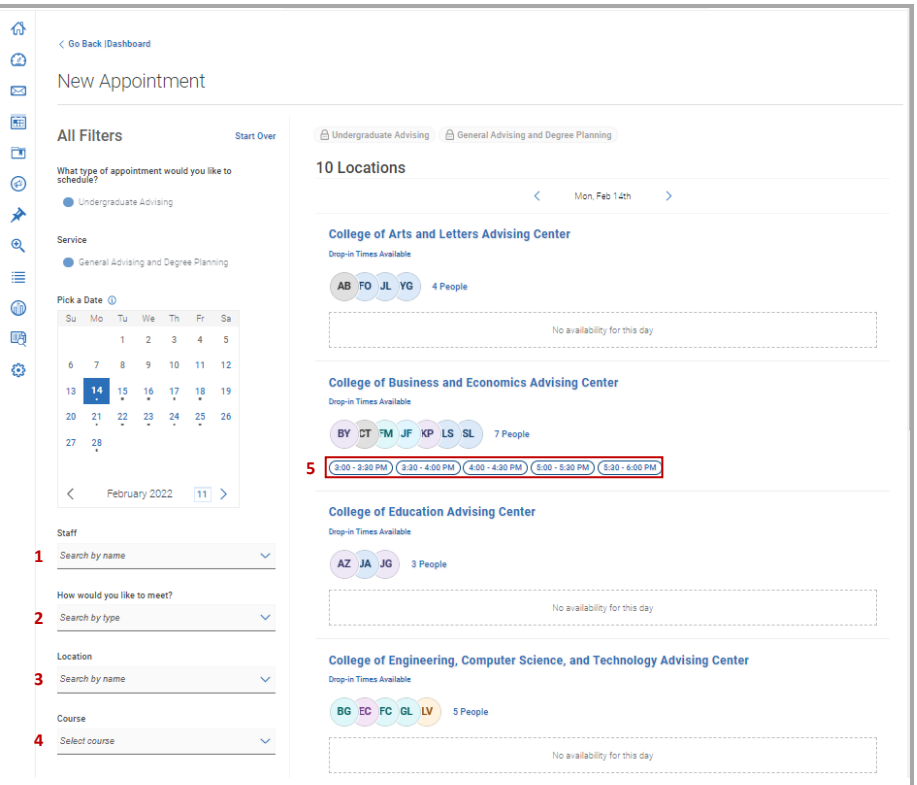
Date 10/20/2022

Log into the MyCalStateLA Portal The button is located on the top right section of the Cal State LA Webpages.	
Navigate LA Look for the button on the right. Click or tap this if you are on a mobile device. This will take you to the Navigate LA Student Home page as seen in the next step.	
Schedule Advising To start, click on the "Get Assistance" button located on the right side of the Student Home Page.	
What can we help you find? 1) **Choose the type of appointment you would like to make.** At present, we have: • Undergraduate Advising • Learning Assistance • Library Research Assistance • PaGE - Downtown LA Student Services • Student Life and Wellness 2) **Choose a Service.** Services can range from Advising, Tutoring/Writing Assistance, or Career Assistance. 3) **Pick a Date.** Be sure to look at different dates for open times. 4) **Find Available Time.** When you are ready to proceed press the Find Available Time button. This will open the world view.	

World View

This panel shows you every location supporting the service you selected on the date you selected. Please note that for General Advising services, you will see Centers for colleges outside of yours. To avoid delays in service, please be sure to select the center that supports you when booking your appointment.

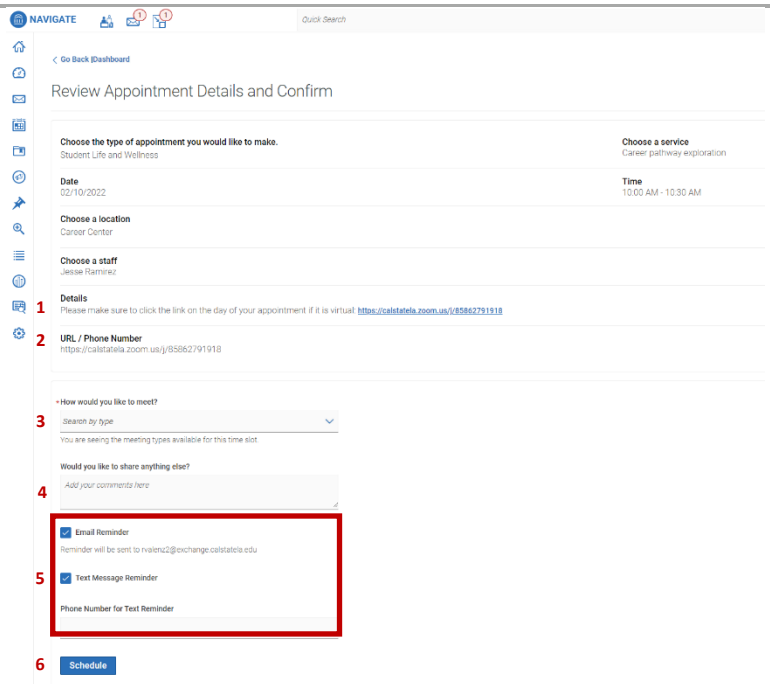
1) **Choose a staff:** Filter times based on a specific staff member.
2) **How would you like to meet?** Filter times based on in-person or virtual (zoom) meetings.
3) **Choose a location:** Filter times based on a specific Student Service Center.
4) **Choose a course:** Filter times based on service times that are specific to an enrolled course
5) **Choose a time:** Click on a time-block to schedule the appointment.



Confirm your Selections

Review the confirmation page to ensure that you have selected the right service, day, and time.

1) **Details:** Any special requirements for the meeting will be mentioned.
2) **URL/Phone Number:** Any URL or phone number related to the meeting will also be listed.
3) **How would you like to meet?** If the meeting time you selected can be either in-person or virtual, you will be required to choose a method before the button to schedule the meeting is accessible.
4) **Would you like to share anything else?** Anything written here will be sent to the meeting facilitator.
5) **Email and text reminders:** These are ON by default and is where you will get the meeting communication.
6) Click Schedule button to confirm the meeting.



Appointment is Scheduled

Congratulations, you have now scheduled your meeting.

