Instructions for Scheduling an Advising Appointment with the Center for Careers in Teaching

Click on the Navigate Link (also located on the CCT website)

Click on “Login with your school account”
And use your CSUF username and password

From the left-hand menu, click on “Appointments”

Click on the “Make an Appointment” blue button on the top right.
1. **What type of appointment would you like to schedule?**

   Please select “Advising”

2. **Service:**

   Please select “Academic Advising for Future Teachers”

3. **Pick a date**

4. **Click “Find Available Time”**

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### Choose the Advising Location

We are currently only accepting Virtual/Online appointments. Click “Virtual/Online.”

Once clicked, all available appointments will populate. Select your desired appointment day and time from the list.
**Optional: Choose an Advisor**

If you would like to meet with a specific advisor, select the “Staff” drop-down menu to choose a specific advisor to meet with.

OR

Leave blank if you have no preference and are looking for the first available appointment.

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**Indicate Appointment reason and Confirm your Appointment**

Please include the reason for your visit under “Would you like to share anything else?”

Make sure to review that you have selected the correct day/time and check the boxes to receive an email and/or text message reminder.

Click “Schedule”

“I would like to discuss the teacher pathway and the best major option for me.”
You will see a screen notifying you that your appointment has been scheduled. You will receive a reminder of your appointment.