



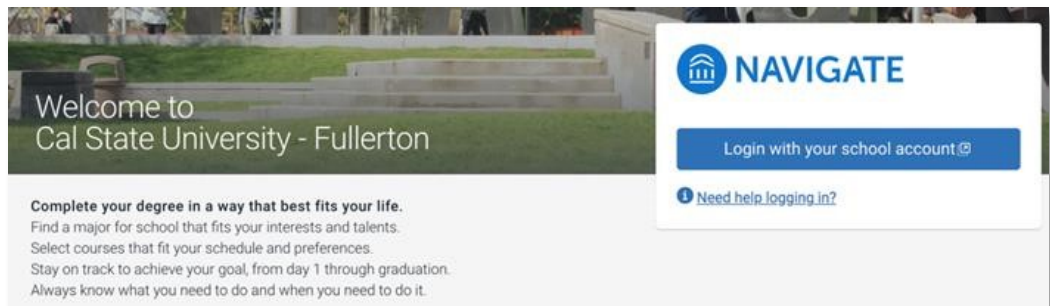
COLLEGE OF EDUCATION

## Center for Careers in Teaching

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

Click on the [Navigate Link](#)  
(also located on the CCT website)

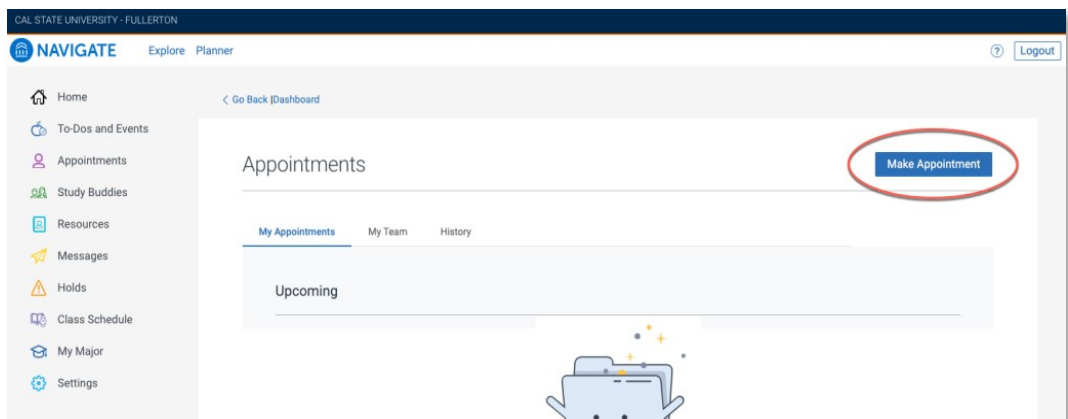
Click on “**Login with your school account**”  
And use your CSUF username and password



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”**

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

\*What type of appointment would you like to schedule?

X Advising X

\*Service

X Academic Advising for Future Teachers X

Pick a Date ⓘ

Tuesday, August 31st 2021

Find Available Time

**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.

How would you like to meet?

X Virtual/Online X Search by name

Friday, Sep 2nd

3:00 - 3:45 PM 3:15 - 4:00 PM 3:30 - 4:15 PM 3:45 - 4:30 PM 4:00 - 4:45 PM 4:15 - 5:00 PM

Monday, Sep 6th

9:00 - 9:45 AM 10:00 - 10:45 AM 10:15 - 11:00 AM 2:00 - 2:45 PM 4:00 - 4:45 PM 4:15 - 5:00 PM

Tuesday, Sep 7th

11:00 - 11:45 AM 11:15 - 12:00 PM 11:30 - 12:15 PM 11:45 - 12:30 PM 12:00 - 12:45 PM 12:15 - 1:00 PM

3:00 - 3:45 PM 3:15 - 4:00 PM 3:30 - 4:15 PM 3:45 - 4:30 PM 4:00 - 4:45 PM 4:15 - 5:00 PM

Thursday, Sep 9th

11:00 - 11:45 AM 11:15 - 12:00 PM 11:30 - 12:15 PM 11:45 - 12:30 PM 12:00 - 12:45 PM 12:15 - 1:00 PM

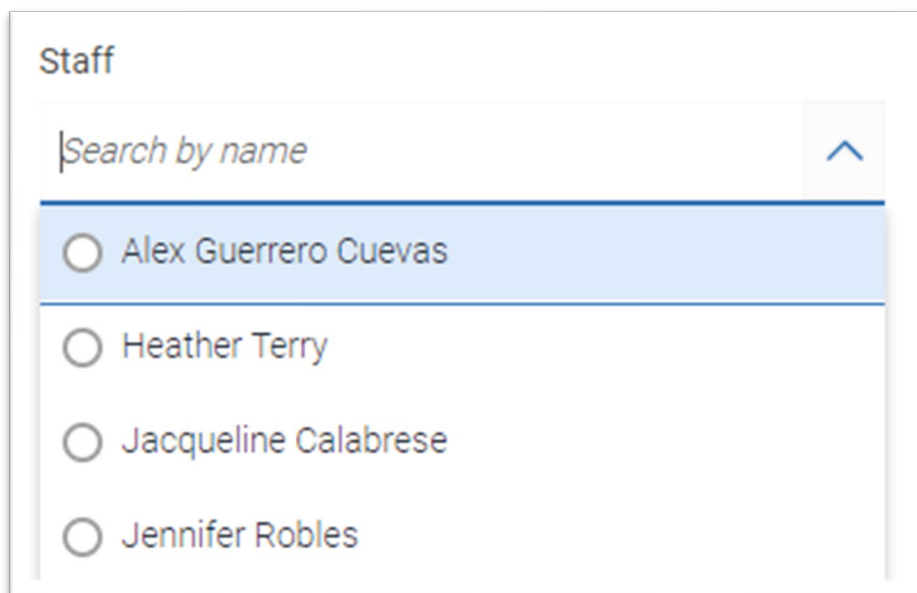
3:00 - 3:45 PM 3:15 - 4:00 PM 3:30 - 4:15 PM 3:45 - 4:30 PM 4:00 - 4:45 PM 4:15 - 5:00 PM

**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.



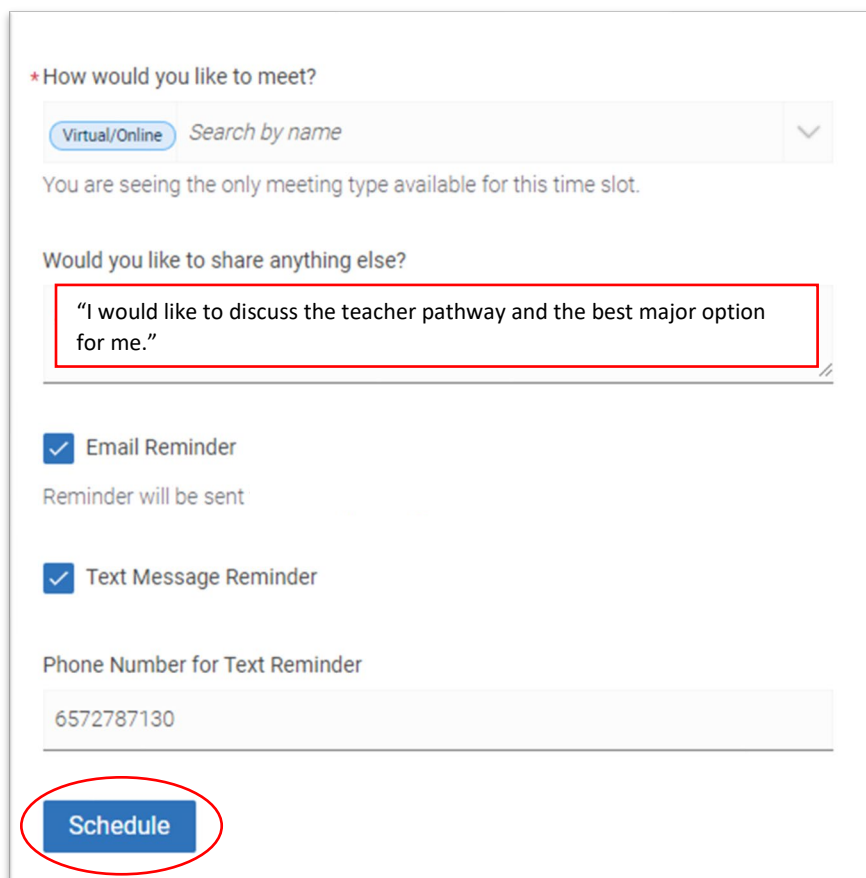
The screenshot shows a dropdown menu titled "Staff". Inside the menu, there is a search bar with the placeholder text "Search by name" and a blue upward arrow icon. Below the search bar, there are four radio button options: "Alex Guerrero Cuevas" (which is selected and highlighted with a blue background), "Heather Terry", "Jacqueline Calabrese", and "Jennifer Robles".

**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 and/or text message reminder.

Click “Schedule”

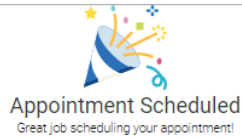


The screenshot shows a form for confirming an appointment. At the top, it asks "How would you like to meet?" with a dropdown menu showing "Virtual/Online" and a search bar. Below this, it says "You are seeing the only meeting type available for this time slot." Then, it asks "Would you like to share anything else?" with a text box containing the text "I would like to discuss the teacher pathway and the best major option for me." Below the text box, there are two checkboxes: "Email Reminder" (checked) and "Text Message Reminder" (checked). Below these, there is a field for "Phone Number for Text Reminder" with the number "6572787130". At the bottom, there is a blue "Schedule" button circled in red.

## Complete!

You will see a screen notifying you that your appointment has been scheduled. You will receive a reminder of your appointment.

Success!



[View Appointments](#)

[Schedule Another Appointment](#)