STUDENT GUIDE – How to Schedule Appointments through Navigate (8/17-9/9)

1. Log in to https://csurams.campus.eab.com/ with your CSU username and password

2. Select the following advising options, when given choices:
   - **Type of appointment**: Advising at Colorado State University
   - **College or unit**: Undeclared Advising
   - **Reason for your visit**: Advising Questions Undeclared Aug. 17-Sept. 9

   Click “next.”

3. On the next screen:
   - **Re-enter the department**: Undeclared Advising Meetings Undeclared Aug. 17-Sept. 9
   - **Select either a preferred advisor OR leave blank** to see the availability of “any staff” (this will likely get you an earlier appointment)
4. Select mornings or afternoons to see available appointment times. There are arrows above the calendar that let you move week to week. Select a time that works for you and click “next.”

5. Carefully read the information on the next screen.

6. Scroll down, enter your preferred phone number and what you’d like to discuss in the comments box. This is the number the advisor will call you on at your appointment time.

7. Then – VERY IMPORTANT – you must click “confirm appointment.” If you don’t confirm the appointment, no appointment will be created.

8. You will receive a confirmation e-mail at your CSU e-mail account.

9. If you have questions or run in to problems, call 970-491-7095.