

## Creating an Appointment or Viewing Drop-In Hours

1. Navigate to <https://sjsu.campus.eab.com> and log in if necessary.

The screenshot shows a mobile browser interface. At the top, a dark grey status bar contains the word "Done" on the left, a lock icon followed by the URL "sjsu.okta.com" in the center, and "AA" and a refresh icon on the right. Below this, the text "Connecting to" is followed by a blue circular icon with a white building and the letters "EAB". A horizontal line separates this from the SJSU logo, which consists of "SJSU" in large blue letters and "SAN JOSÉ STATE UNIVERSITY" in smaller orange letters to its right. Another horizontal line follows. The main heading "Sign In" is centered. Below it, the label "SJSU ID Number" is followed by a placeholder "#####" and a white rectangular input field with a blue border. The label "Password" is followed by the text "SJSUOne Password" and another white rectangular input field. Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a large blue button with the text "Sign In". The very bottom of the screen shows a dark grey navigation bar with four icons: a left arrow, a right arrow, a share icon, and a search icon.

2. From your student homepage, select the blue "Get Assistance" button on the right sidebar.

The screenshot shows the student homepage for SJSU. At the top, there is a navigation bar with "Done", a lock icon, the URL "sjsu.campus.eab.com", and a refresh icon. Below this is a "NAVIGATE" section with a "Spring 2020" dropdown menu. The main content area is titled "Student Home" and includes tabs for "Class Information", "Reports", and "Calendar". A "Get Assistance" button is prominently displayed in the right sidebar. Below the main content, there is a "Classes This Term" section with a table of class listings. The right sidebar also contains "Quick Links", "Upcoming Appointments", and "Your Success Team" sections.

**Student Home**

Class Information | Reports | Calendar

**Classes This Term**

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	HS-162-01-LEC Hlth Care Org & Mgmt	<a href="#">Amor Santiago</a>	W 6:00p-8:45p Washington Square Hall 109-109		
<input type="checkbox"/>	HS-165-02-SEM Hlth Professional	<a href="#">Kevin Roe</a>	M 8:00p-8:50p Washington Square Hall 109-109		
<input type="checkbox"/>	HS-165-01-LEC Hlth Professional	<a href="#">Kevin Roe</a>	M 6:00p-7:50p Washington Square Hall 109-109		
<input type="checkbox"/>	HS-166A-01-SEM Field Exp Sem	<a href="#">Julianne Jones</a>	F 9:00a-11:45a Clark Building 226- 226		
<input type="checkbox"/>	HS-166B-01-SUP Fieldwk Experience	<a href="#">Julianne Jones</a>			
<input type="checkbox"/>	KIN-35A-06-ACT Begin Wt Training	<a href="#">James Fonda</a>	MW 4:30p-5:20p Yoshihiro Uchida Hall 126-126		

**Get Assistance**

**Quick Links**

Take me to...  
[School Information](#)

**Upcoming Appointments**

You have no upcoming appointments.

**Your Success Team**

Your Spring 2020 instructors

- Santiago, Amor**  
HS-162 (01)
- Roe, Kevin**  
HS-165 (02), HS-165 (01)
- Jones, Julianne**  
HS-166A (01), HS-166B (01)
- Fonda, James**  
KIN-35A (06)

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3. Follow the prompts and **select the type of and reason** for your appointment.

Done sjsu.campus.eab.com AA

NAVIGATE Spring 2020

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

Done sjsu.campus.eab.com AA

NAVIGATE Spring 2020

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

What type of appointment would you like to schedule?

Advising

Pick a Service Category

-- please choose one --

Done sjsu.campus.eab.com AA

NAVIGATE Spring 2020

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

What type of appointment would you like to schedule?

Advising

Pick a Service Category

General Education (GE) Advising

Pick a Service for your Appointment (Note that "Virtual" services are offered as remote appointments, not in-person)

-- please choose one --

4. Choose **Public Health Faculty Advising Offices** for the **location** of the appointment.

The screenshot shows the 'Schedule Appointment' page on the sjsu.campus.eab.com website. The browser address bar shows 'sjsu.campus.eab.com'. The page header includes 'NAVIGATE' and a dropdown menu set to 'Spring 2020'. The breadcrumb trail is 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. Below it is a form section titled 'Pick a Location for your Appointment' with a dropdown menu currently showing '-- please choose one --'. At the bottom of the form are 'Back' and 'Next' buttons.

5. Choose a **specific advisor**, if needed, or leave blank for any advisor.

The screenshot shows the 'Schedule Appointment' page on the sjsu.campus.eab.com website. The browser address bar shows 'sjsu.campus.eab.com'. The page header includes 'NAVIGATE' and a dropdown menu set to 'Spring 2020'. The breadcrumb trail is 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. Below it is a form section titled 'Pick a Location for your Appointment' with a dropdown menu set to 'Public Health Faculty Advising Offices'. Below that is a 'Pick a Staff Member' dropdown menu set to 'Any Staff'. A note below the staff member dropdown reads 'If you don't have a preference, just click Next.'. At the bottom of the form are 'Back' and 'Next' buttons.

6. Choose a **date and time** that works for you or **view the drop-in hours**.

Done sjsu.campus.eab.com AA

NAVIGATE Spring 2020

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

Times From March 17 To March 21

Tue, Mar 17	Wed, Mar 18	Thu, Mar 19	Fri, Mar 20	Sat, Mar 21
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon 2 Available	Afternoon N/A	Afternoon N/A

\* All times listed are in Pacific Time (US & Canada). refreshed at 1:06pm

Don't see the time you're looking for? [View Drop-in Times](#)

[Back](#) [Next](#)

Done sjsu.campus.eab.com AA

NAVIGATE Spring 2020

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

Available Walk-In Times

**Public Health Faculty Advising Offices**

Anji Buckner  
Monday **10:00am-12:00pm** Spring 2020

Advising Appointments will be online March 16 and March 23rd. (Zoom login below.) Spring Break is March 30 and there will be no advising appointments.

On Campus Office Location, HB 111

**Zoom Login Information:**

Topic: Public Health Faculty Advising  
Time: Mar 16, 2020 10:00 PM Pacific Time (US and Canada)  
Every week on Mon, until Mar 23, 2020, 2 occurrence(s)  
Mar 16, 2020 10:00 PM  
Mar 23, 2020 10:00 PM  
Please download and import the following iCalendar (.ics) files to your calendar system.  
Weekly: [https://sjsu.zoom.us/j/9822ho3xw3YLVJfDRUWGW/ics?icsToken=98tyKuqsrjlsE9aQif\\_Hc7lVA8HibN-11vRz3mPElRf7f-rdWw\\_1dH7Rm1d1d8R](https://sjsu.zoom.us/j/9822ho3xw3YLVJfDRUWGW/ics?icsToken=98tyKuqsrjlsE9aQif_Hc7lVA8HibN-11vRz3mPElRf7f-rdWw_1dH7Rm1d1d8R)

\* All times listed are in Pacific Time (US & Canada). refreshed at 1:06pm

[Back](#) [Home](#)

7. Verify the who, what, when, where, and why, **add comments**, then confirm the appointment.

Done sjsu.campus.eab.com AA ↻

NAVIGATE Spring 2020

Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

### Appointment Details

**Who:** [redacted] n with Ni Zhang  
**When:** Thursday, March 19 1:45pm - 2:15pm  
**Why:** Transfer Credit Equivalency  
**Where:** Public Health Faculty Advising Offices

### Additional Details

Hi there,

Ni (Jennie) Zhang is inviting you to a scheduled Zoom meeting.

Topic: Dr. Zhang advising on zoom Thursday

Please download and import the following iCalendar (.ics) files to your calendar system.  
Weekly: <https://sjsu.zoom.us/meeting/upElFuGgqzgo1Cj51Nj0Pf2365yjbv62lg/ics?icsToken=98tyKu6tpjiiEtGWslzHd6ovA6vqb-HmjSBtoPYMsjW1MyYBMVWJL8hAJOQtHN-B>

Join from PC, Mac, Linux, iOS or Android: <https://sjsu.zoom.us/j/758988532?pwd=WHJDQkRxU0piWTRrcHVQQLphcEJkQT09>  
Password: 561251

Or iPhone one-tap :  
US: +16699006833,,758988532# or +16468769923,,758988532#  
Or Telephone:  
Dial(for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 646 876 9923  
Meeting ID: 758 988 532  
International numbers available: <https://sjsu.zoom.us/j/758988532>

Or an H.323/SIP room system:  
H.323:  
162.255.37.138  
Meeting ID: 758 988 532  
Password: 561251

SIP: 758988532@vip2.zoomcrc.com  
Password: 561251

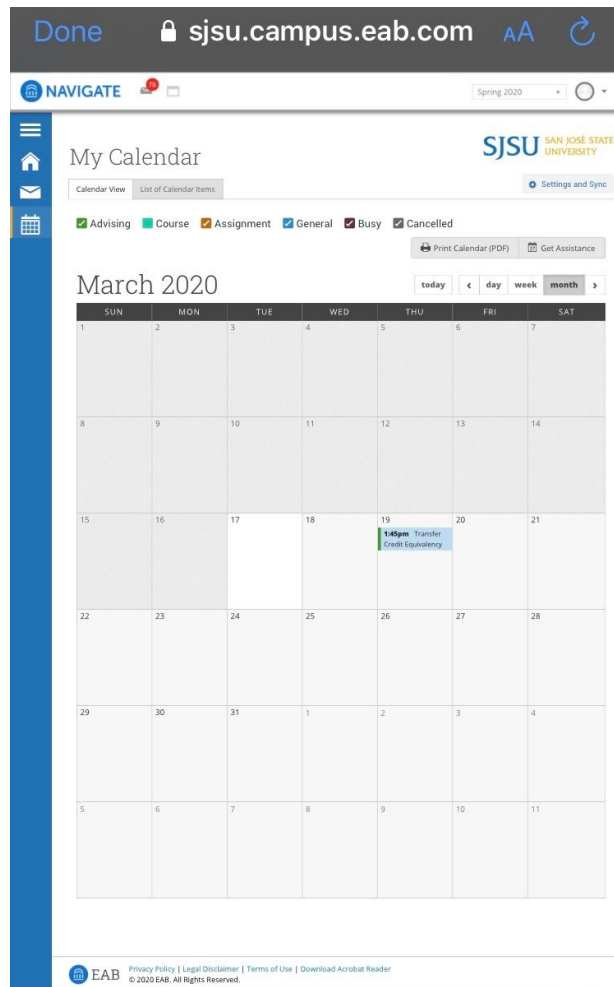
Is there anything specific you would like to discuss with Ni ?

Comments for your staff...

Send Me an Email  
 Send Me a Text  
Please provide your mobile number  
[redacted]

◀ Back Confirm Appointment

- The appointment is now on your Spartan Connect Calendar (accessible from the calendar icon in the left sidebar).



Please remember to show up for your appointment. **Missing three appointments within 120 days blocks you from scheduling further advising appointments.**

Appointments must be cancelled 2 hours in advance of the scheduled start time.

Cancelling too close to the start time **will count as a no-show against your limit of three.**

Appointments can be made up until the start time of the available appointments.

### **Cancelling an Appointment**

- Navigate to <https://sjsu.campus.eab.com> and log in if necessary.

- From your student homepage, find the **Upcoming Appointments** section in the right sidebar.

The screenshot shows the student homepage for SJSU. The browser address bar displays 'Done sjsu.campus.eab.com'. The page header includes 'NAVIGATE' and 'Spring 2020'. The main content area is titled 'Student Home' and features a navigation menu with 'Class Information', 'Reports', and 'Calendar'. The 'Classes This Term' section contains a table of courses with their respective professors and schedules. The right sidebar contains several sections: 'Get Assistance', 'Quick Links', 'Upcoming Appointments', and 'Your Success Team'. The 'Upcoming Appointments' section lists a transfer credit equivalency appointment with Ni Zhang on 03/19/2020 at 01:45 PM. The 'Your Success Team' section lists four instructors: Santiago, Amor; Roe, Kevin; Jones, Julieanne; and Fonda, James.

Done sjsu.campus.eab.com AA ↻

NAVIGATE 10 Spring 2020

Student Home

Class Information Reports Calendar

Get Assistance

Quick Links

Take me to...  
School Information

Upcoming Appointments

Transfer Credit Equivalency With Ni Zhang  
03/19/2020 01:45 PM

Your Success Team

Your Spring 2020 Instructors

- Santiago, Amor  
HS-162 (01)
- Roe, Kevin  
HS-165 (02), HS-165 (01)
- Jones, Julieanne  
HS-166A (01), HS-166B (01)
- Fonda, James  
KIN-35A (06)

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3. Select the appointment you wish to cancel to bring up the **Manage Appointment** dialog.

The screenshot shows the 'MANAGE APPOINTMENT' dialog box for a 'Transfer Credit Equivalency' appointment. The dialog is titled 'MANAGE APPOINTMENT' and has a close button (X) in the top right corner. It is divided into two main sections: 'All Attendees' and 'Appointment Details'.

**All Attendees:** Lists 'Ni Zhang (Organizer)' as the organizer. Below the name is a redacted area.

**Appointment Details:**

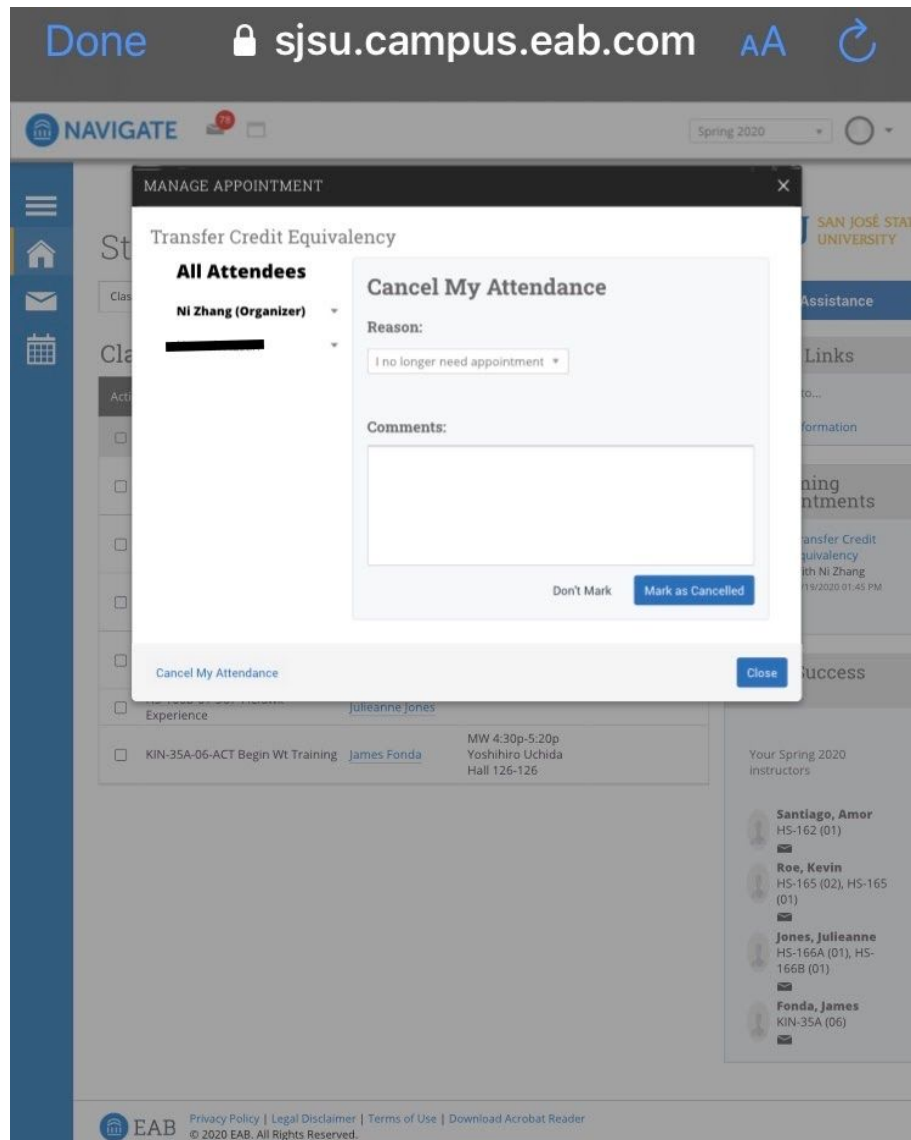
- When:** Thu Mar 19, 2020, 01:45 pm - 02:15 pm
- Where:** Public Health Faculty Advising Offices
- Service:** Transfer Credit Equivalency
- Course:** N/A
- Care Unit:** Advising
- Comments:** None
- Type:** One Time Appointment

At the bottom of the dialog, there is a 'Cancel My Attendance' button next to a redacted area and a 'Close' button.

The background shows the 'sjsu.campus.eab.com' website interface. The top navigation bar includes 'Done', a lock icon, the URL 'sjsu.campus.eab.com', 'AA', and a refresh icon. Below this is the 'NAVIGATE' header with a search icon and a dropdown menu set to 'Spring 2020'. The main content area displays a list of appointments with checkboxes, course numbers, instructor names, and locations. A 'Your Success Team' section is visible on the right, listing instructors: Santiago, Amor (HS-162 (01)), Roe, Kevin (HS-165 (02), HS-165 (01)), Jones, Julieanne (HS-166A (01), HS-166B (01)), and Fonda, James (KIN-35A (06)).

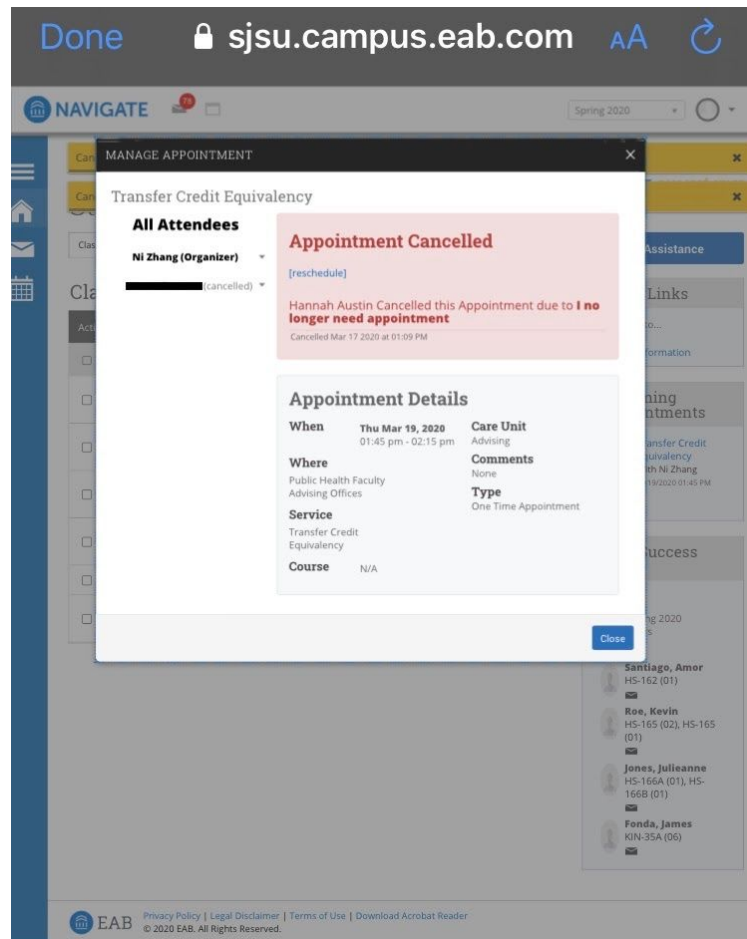
At the bottom of the page, there is a footer with the EAB logo and text: 'Privacy Policy | Legal Disclaimer | Terms of Use | Download Acrobat Reader © 2020 EAB. All Rights Reserved.'

4. Choose the link in the bottom left corner, **Cancel My Attendance**, and follow the prompts.



5. Choose the **reason** and **leave any comments** needed.

6. Finally, click the **Mark as Cancelled** button to cancel your attendance. The advisor of the appointment will be notified of your cancellation.



It is your responsibility as a student to cancel your appointments as soon as you know you will not be able to attend. Failure to cancel will result in a no-show marked on your profile. **Three no-shows within 120 days will prevent you from scheduling future appointments.**

Appointments must be cancelled 2 hours in advance of the scheduled start time. Cancelling too close to the start time will count as a no-show against your limit of three.