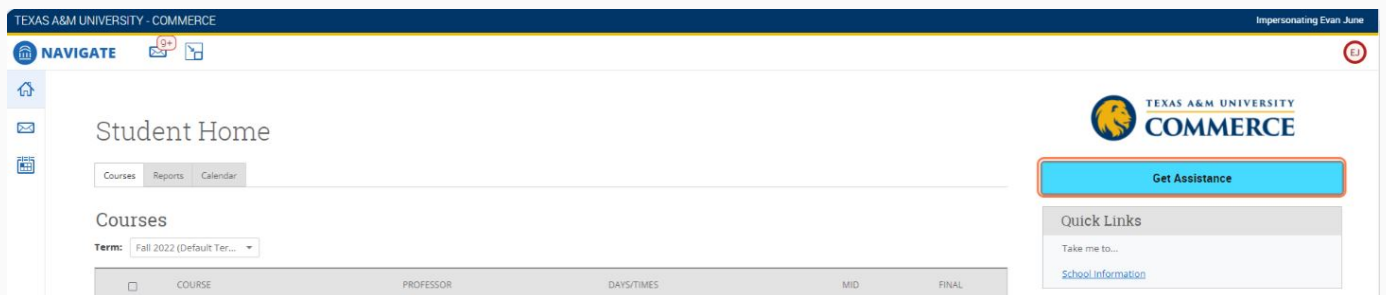


How To Request an Appointment



1 Log into EAB & Click on Get Assistance



2 From the drop down select the type of appointment and select the service

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?

ADVISING X

+ Service

Pick a Date

November 28, 2022

Find Available Time

3

Select the date.
The earliest available is 24 hours from the current time of scheduling.

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?

ADVISING X

* Service

ACADEMIC ADVISING X

Pick a Date

November 28, 2022

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



No appointment option?
No problem!
Skip to page 4

4

You can narrow down your search to a location or staff member.

Select your advisor and then select the time you wish to meet.

The screenshot shows a scheduling interface with the following elements:

- Appointment Type:** A dropdown menu set to "Advising".
- Service:** A dropdown menu set to "Academic Advising".
- Calendar:** A calendar for November 2022 with the 29th selected.
- Staff:** A dropdown menu labeled "Search by name".
- Location:** A dropdown menu labeled "Search by name".
- Course:** A dropdown menu labeled "Select course".
- 10 Locations:** A list of three locations with their respective drop-in times and staff counts:
 - Charles J. Austin Engineering and Technology: AG/IT Building, Suite 222**
 - Advising for students in College of Humanities, Social Sciences & Arts located in AG/ET 222
 - Drop-in Times Available: AS, AA, KN, LM, MW (5 People)
 - Time slots: 1:30 - 2:00 PM, 3:30 - 4:00 PM, 4:00 - 4:30 PM
 - COEHS Mentor Center, Frank Young 204**
 - Advising for students in the College of Education and Human Services located in Education North 204
 - Drop-in Times Available: AY, LS, ML, NB, RA (5 People)
 - Time slots: 1:30 - 2:00 PM, 3:30 - 4:00 PM
 - College of AG: Waters Library 129**
 - College of AG Waters Library 129
 - Drop-in Times Available: SM (1 Person)

5

Type in any needed details

The screenshot shows the "Share anything else" section of the scheduling form with the following elements:

- Text Area:** A text input field containing "I need to talk about the next semester."
- Email Reminder:** A checked checkbox with the text "Email Reminder" and "Reminder will be sent to ejune@teomail.tamuc.edu".
- Text Message Reminder:** A checked checkbox with the text "Text Message Reminder".
- Phone Number:** A text input field for the phone number for text reminders.
- Schedule Button:** A blue button labeled "Schedule" with a red border.



Click on "Schedule"

3


Click on "Request Appointment Time"

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?

*Service

Pick a Date 

[Find Available Time](#)

Other Options

[View Drop-In Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)

4

Click on "Find Available Time"

What can we help you find?

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

*What type of appointment would you like to schedule?

*Service

[Find Available Time](#)

5 Click on "Request Time"

Request Another Time

All Filters [Start Over](#)

What type of appointment would you like to schedule?
Financial Aid Advising

Service
Other (Financial Aid)

1 Locations

Virtual Meeting

Request Time

6 Type in when you can meet

Click on "Request"

What type of appointment would you like to schedule?
Financial Aid Advising

Location
Virtual Meeting

* Add your availability
Monday at 9 would be great

Request

* Add your availability
Monday at 9 would be

Request