Steps to schedule an appointment

1. Access the scheduling platform from the URL: [https://uo.campus.eab.com/](https://uo.campus.eab.com/)

2. Log in using your Duck ID.

3. Click the “Schedule an Appointment” button

4. What type of appointment are you looking to schedule today?
   - Select “General Advising” for major/minor advising.

5. What type of advising are you looking for?
   - Select “Major/Minor advising” from the drop-down menu.

6. What is the main topic you hope to discuss in this appointment?
   Select an option that best fits your appointment reason from the drop down menu:
   - Career advising
   - Declaring a Major/Minor
   - Graduation Planning
   - Major/Minor Questions
   - Other Topics
   - Post-Graduation Planning
   - Schedule Planning
7. Choose a location/department, and an advisor.
8. Choose a time and date.

9. Enter questions and comments you’d like to share with your advisor in the comment field. Confirm the appointment by clicking the “Confirm Appointment” button.

**IMPORTANT**: the appointment will not be confirmed until you click the “Confirm Appointment” button. Make sure you complete this last step.

10. A confirmation email will be sent to you.