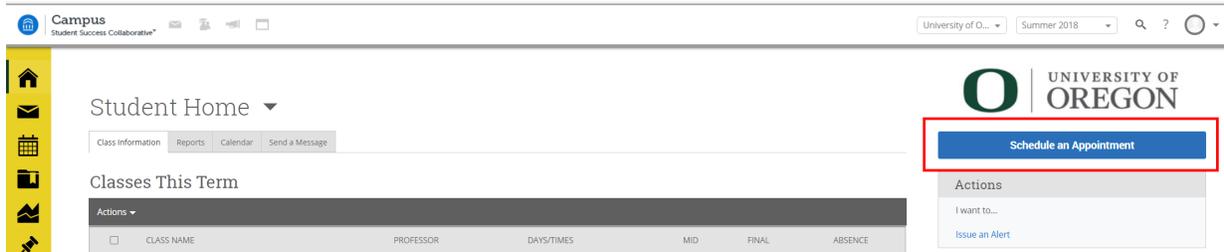
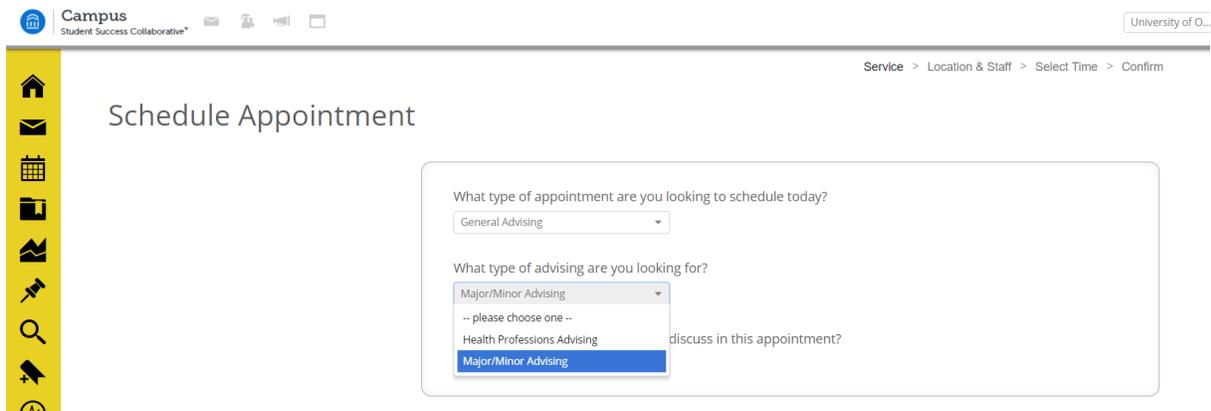


Steps to schedule an appointment

1. Access the scheduling platform from the URL: <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

8. Choose a time and date.

The screenshot shows the 'Schedule Appointment' page. At the top, there is a navigation bar with 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. Below it, a calendar view shows dates from August 14 to August 18. A time selection dropdown is open for Wednesday, August 15, with options: 12:00pm, 12:30pm, 1:00pm, 1:30pm, and 2:00pm. The interface includes a 'Back' button and a 'Next' button.

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.

The screenshot shows the 'Schedule Appointment' page with the 'Appointment Details' section. A yellow banner at the top says 'Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.' The details include:
Appointment Details
Who: [Name]
When: Wednesday, August 15 12:00pm - 12:30pm
Why: Career Advising
Where: Advising - Undergraduate Studies (101 Oregon Hall)
Additional Details
Is there anything specific you would like to discuss with Daniel?
Comments for your staff...
Send Me an Email
Send Me a Text
Please provide your mobile number
Phone Number [Field]
At the bottom, there is a 'Back' button and a 'Confirm Appointment' button.

10. A confirmation email will be sent to you.