<table>
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<tr>
<td>Log in to student portal at <a href="http://www.fullerton.edu">www.fullerton.edu</a> by clicking on <strong>Students</strong> portal login tab on top row of home page.</td>
<td><img src="image1" alt="CALIFORNIA STATE UNIVERSITY, FULLERTON" /></td>
</tr>
<tr>
<td>Enter your username and password; then click <strong>Login</strong>.</td>
<td><img src="image2" alt="Login to CSUF Portal" /></td>
</tr>
<tr>
<td>Access <strong>Titan Online</strong>. There are many ways to do this through your portal such as by clicking the <strong>Titan Online</strong> link in the Quicklinks (links on top row of portal), search field on the left by typing in “TitanOnline,” or through your Favorites. Once accessed, click <strong>Titan Online</strong>.</td>
<td><img src="image3" alt="TITAN ONLINE" /></td>
</tr>
<tr>
<td>Under the <strong>Student Self Service</strong> section on the Titan Online page, click <strong>TitanNet</strong> link to access the University’s appointment scheduling system.</td>
<td><img src="image4" alt="Student Self Service" /></td>
</tr>
</tbody>
</table>
### Processing Steps

<table>
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<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>Click on <strong>Make Appointment</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>Select <strong>Advising</strong> as the type of appointment you would like to schedule.</td>
</tr>
<tr>
<td>3.</td>
<td>As a <strong>Service Category</strong>, please select <strong>Academic Advising</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>For the <strong>Service for your Appointment</strong>, please scroll down to select <strong>GE Advising</strong> and then click <strong>Next</strong>.</td>
</tr>
</tbody>
</table>

### Screenshots

1. **Make Appointment** button in TitanNet.
2. Dropdown menu to select appointment type.
3. Dropdown menu to select service category.
4. Dropdown menu to select specific service for appointment.

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*Academic Advisement Center, CSUF - 3/23/2020*
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| **For the Location of your Appointment,** please select *Academic Advisement Center GH-123.*  
*Please note: As of March 17, 2020, all GE appointments are virtual until further notice for the safety and health of our Titan community.* | ![Screenshot](image1.png)  
**Pick a Location for your Appointment**  
--- please choose one ---  
--- please choose one ---  
Academic Advisement Center GH-123 |
| **Select a GE Staff Member** by doing either of the following:  
- Click on the pull down to select a specific GE advisor, then click **Next**  
OR  
- If you do not have a preference for a GE advisor, just click **Next.**  
*Please note: The name of the GE advisor assigned will be seen when you confirm your appointment.* | ![Screenshot](image2.png)  
**Pick a Location for your Appointment**  
Academic Advisement Center GH-123  
**Pick a Staff Member**  
Any Staff  
(if you don’t have a preference, just click Next) |
| **Select a Day and Time**  
The days available for appointments will be displayed with blue squares. When you click on an availability, the available times will populate. **Select the day and time** you would like your appointment, then click **Next.** | ![Screenshot](image3.png)  
**Select a Day and Time**  
Mon, Mar 23  
Morning N/A  
Afternoon N/A  
Tue, Mar 24  
8:30am  
9:00am  
9:30am  
10:00am  
Wed, Mar 25  
Morning 7 Available  
Afternoon 4 Available |
| **Last Step: Confirm Appointment**  
Review all the details of your appointment and select “Back” if you need to make changes.  
You can provide a brief explanation for the reason of your advising session in the comment box.  
Appointment information is emailed and sent as a reminder. If you would like to receive text messages, please include mobile number.  
Click **Confirm Appointment** to make your appointment. | ![Screenshot](image4.png)  
**Appointment Details**  
Who:  
Why: GE Advising  
Where: Academic Advisement Center GH-123  
**Additional Details**  
Hi Titan,  
We look forward to supporting you! Please let us know if you have any questions.  
Comments for staff...  
# Send Via Email  
# Send Via Text  
Please provide your mobile number  
Phone Number  
Click **Confirm Appointment** |