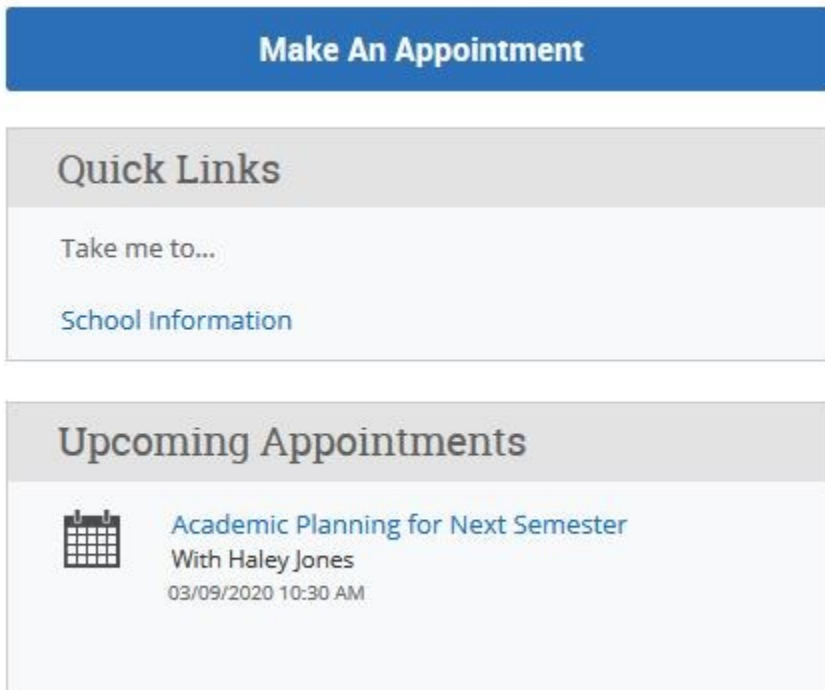


INSTRUCTIONS TO BOOK AND CANCEL AN APPOINTMENT

Booking an Appointment

STEP 1: Log in to nmsu.campus.eab.com using single sign-on (NMSU user name and password).

STEP 2: On the Home screen, click **Make An Appointment**.



STEP 3: Using the drop-down boxes, select which options best describe the reason for your visit.

What type of appointment would you like to schedule?

Academic Advising ▼

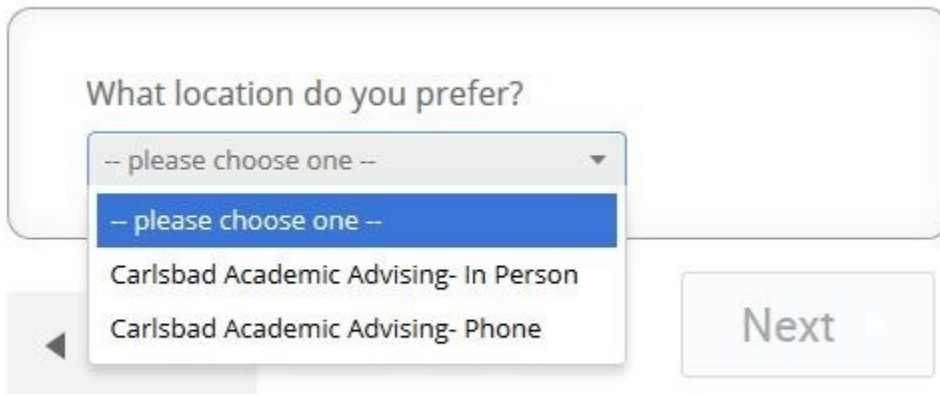
What is the reason for your visit? Choose one of the following options and click Next.

Academic Planning for Next Semester ▼

Next ►

INSTRUCTIONS TO BOOK AND CANCEL AN APPOINTMENT

STEP 4: Select Carlsbad in-person appointment or Carlsbad Phone appointment.



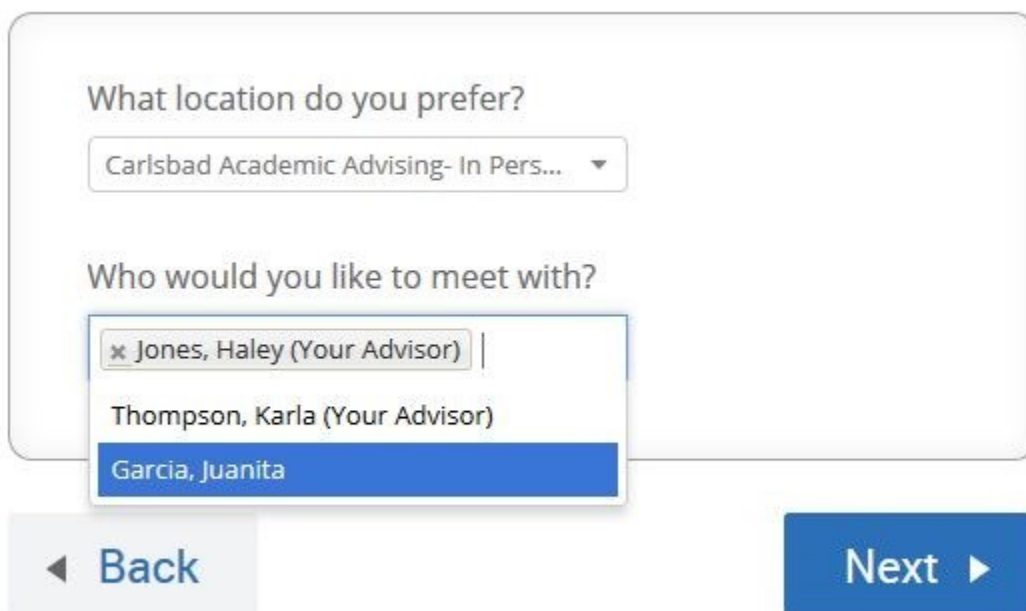
What location do you prefer?

-- please choose one --

- please choose one --
- Carlsbad Academic Advising- In Person
- Carlsbad Academic Advising- Phone

Next

STEP 5: Select which advisor you'd like to meet with.



What location do you prefer?

Carlsbad Academic Advising- In Pers... ▾

Who would you like to meet with?

x Jones, Haley (Your Advisor) |

- Thompson, Karla (Your Advisor)
- Garcia, Juanita

Back Next

INSTRUCTIONS TO BOOK AND CANCEL AN APPOINTMENT

STEP 6: Select an appointment time.

< Times From February 25 To February 29 >

Tue, Feb 25	Wed, Feb 26	Thu, Feb 27	Fri, Feb 28	Sat, Feb 29
Morning N/A	Morning N/A	Morning N/A	Morning BLOCKED	Morning N/A
Afternoon N/A	Afternoon 1 Available	Afternoon 2 Available	Afternoon BLOCKED	Afternoon N/A

* All times listed are in Mountain Time (US & Canada). refreshed at 5:34pm MST.

< BackNext

STEP 7: Confirm the details of your appointment, **sign up** for email and text reminders, and use the **comment box** to let us know any additional important information to help us prepare for your appointment. **Make sure to click Confirm Appointment.**

Appointment Details

Who: Marcelina Sapien with Haley Jones **When:** Monday, March 09
10:30am - 11:00am

Why: Academic Planning for Next Semester **Where:** Carlsbad Academic Advising- In Person

Additional Details
Room 111. Please be prepared to log into your myNMSU account.

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

Send Me an Email
 Send Me a Text
Please provide your mobile number

< BackConfirm Appointment

INSTRUCTIONS TO BOOK AND CANCEL AN APPOINTMENT

STEP 8: Your appointment is not scheduled until you see the screen below.

Success! Your Appointment Has Been Created

Appointment Details

Who: Marcelina Sapien with Haley Jones

Why: Academic Planning for Next Semester

When: Mon Mar 09, 2020 10:30 am - 11:00 am

Where: Carlsbad Academic Advising- In Person

Additional Details:

Room 111. Please be prepared to log into your myNMSU account.

What would you like to do now?

- [Create Another Appointment](#)
- [View My Calendar](#)
- [Go Home](#)

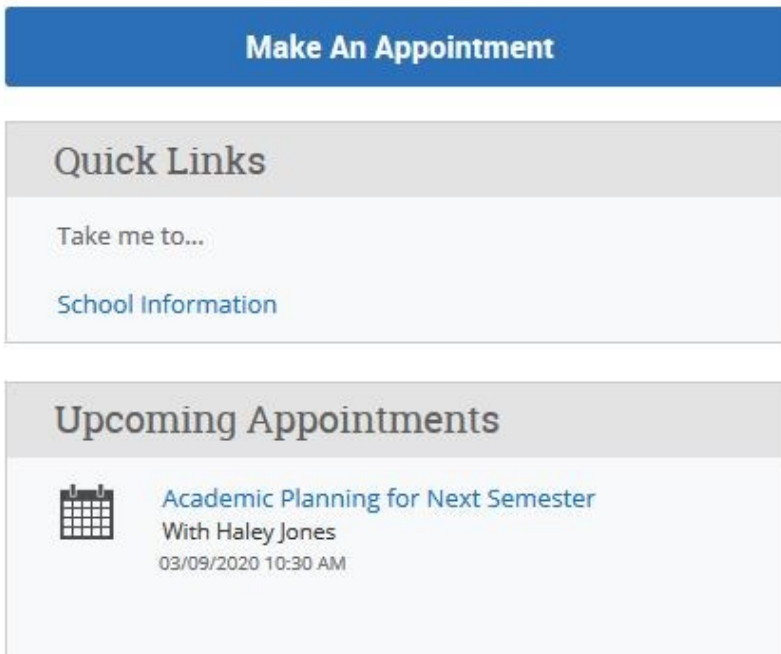
If you encounter any problems, please call 575-234-9221.

INSTRUCTIONS TO BOOK AND CANCEL AN APPOINTMENT

Canceling an Existing Appointment

STEP 1: Log in to nmsu.campus.eab.com using single sign-on (NMSU user name and password).

STEP 2: After logging in, your home page will appear. You will see all upcoming appointments.



The screenshot displays the user interface of the NMSU campus.eab.com website. At the top, there is a prominent blue button labeled "Make An Appointment". Below this, the "Quick Links" section is visible, featuring a "Take me to..." dropdown menu and a link for "School Information". The "Upcoming Appointments" section is also shown, listing an appointment titled "Academic Planning for Next Semester" with Haley Jones, scheduled for 03/09/2020 at 10:30 AM. A calendar icon is positioned to the left of the appointment details.

STEP 3: Click into your upcoming appointment and select **Cancel My Attendance**.


INSTRUCTIONS TO BOOK AND CANCEL AN APPOINTMENT

MANAGE APPOINTMENT ✕

Academic Planning for Next Semester

All Attendees ▾

Haley Jones (Organizer) ▾

 Marcelina Sapien ▾

Appointment Details

[edit]

When	Mon Mar 09, 2020 10:30 am - 11:00 am	Care Unit Academic Advising
Where	Carlsbad Academic Advising- In Person	Comments None
Service	Academic Planning for Next Semester	Type One Time Appointment
Course	N/A	

[Cancel Appointment](#) Close

STEP 4: Select **Cancelled- Student Request** for the reason, then provide brief details of why you canceled. Click **Mark as Cancelled**.

Cancel My Attendance

Reason:

←

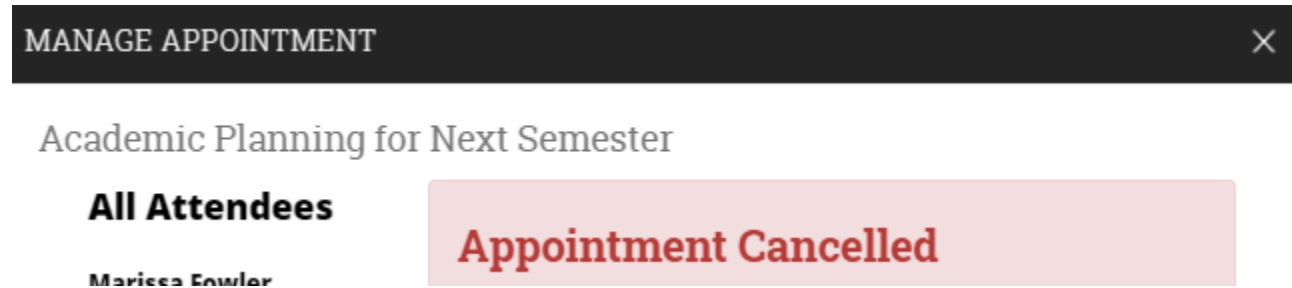
Comments:

↓

[Don't Mark](#) Mark as Cancelled

INSTRUCTIONS TO BOOK AND CANCEL AN APPOINTMENT

STEP 5: Your cancelation is complete when you see the screen below.



The screenshot shows a dark header bar with the text "MANAGE APPOINTMENT" and a close button (X) on the right. Below the header, the text "Academic Planning for Next Semester" is displayed. Underneath, there is a section titled "All Attendees" with the name "Marissa Fowler" listed below it. A large, light red rectangular box is overlaid on the right side of the screen, containing the text "Appointment Cancelled" in a bold, dark red font.

If you encounter any problems, please call 575-234-9221.