

## Scheduling Appointments Online

1. Log in to your MyECC account
2. Under Web Services, click on Online Counseling Appointments
3. New page asking you to log in again, use your ECC username and password
4. Click on **“Make Appointment”** on the Next Screen which will look similar to picture below

The screenshot shows the 'Counseling Appointment Menu' page. At the top is the El Camino College logo and name. Below the title, there is a message: 'Appointments are scheduled one week in advance. Click the "Make Appointment" button to get started.' There are four buttons: 'Make Appointment', 'View or Cancel Appointments', 'View Appt. History', and 'Logout'. Below the buttons, there is a note: 'Limit one appointment per student. Appointments are scheduled for 30 minutes. Veterans and dependents require a 1 hour counseling appointment with a full-time counselor. Please contact the Veterans Services office at (310) 660-3593 x3486.' A larger note states: 'Beginning October 1, 2012, all general counseling appointments will be made online through the eSARS Online Appointment Scheduling system. Appointments for the following week will be available beginning Mondays at 12:00pm for the following week. If you are more than ten minutes late, you may be asked to reschedule.'

5. You'll select your major on the next screen (make sure you scroll down for more options) and click **“Continue”**

The screenshot shows the 'Counselor Group Selection' page. It features the El Camino College logo and name at the top. Below the title, there is a prompt: 'Please select your major or field of interest then Click on Continue'. A dropdown menu is open, showing options: 'All', 'Counsel Admin of Justice/Crim. Justice/EMT Student', 'Counsel Behavioral and Social Science Majors', 'Counsel Business Majors', 'Counsel College Athletes', and 'Counsel Fine Arts Majors'. Below the dropdown are two buttons: 'Continue' and 'Cancel'.

6. For best availability, leave the day of week, start and end times, and counselor name as is, however, if you want to meet with a specific counselor, you can select their Counselor Name and click on **“Find Appointments”**

The screenshot shows the 'Search for Counseling Appointments' page. It features the El Camino College logo and name at the top. Below the title, there is a prompt: 'Please select the Counselor, day of the week and time of day you prefer.' There are four columns of dropdown menus: 'Day of week' (with 'All' selected), 'Start Time' (with '7:30:00 AM' selected), 'End Time' (with '5:00:00 PM' selected), and 'Counselor Name' (with 'All' selected). Below the dropdowns are three buttons: 'Go Back', 'Reset', and 'Find Appointments'.

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7. Click on "Select" based on your availability and choice

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### Appointment Search Results

Select your Counseling appointment

Select	Appointment Type	Date	Day	Time	Counselor Name
<input type="checkbox"/>	Open Counseling Appointment Time	10/8/2012	Monday	12:30 PM	Lisa Raufman
<input type="checkbox"/>	Open Counseling Appointment Time	10/8/2012	Monday	01:00 PM	Lisa Raufman
<input type="checkbox"/>	Open Counseling Appointment Time	10/8/2012	Monday	01:30 PM	Lisa Raufman
<input type="checkbox"/>	Open Counseling Appointment Time	10/8/2012	Monday	02:00 PM	Lisa Raufman
<input type="checkbox"/>	Open Counseling Appointment Time	10/8/2012	Monday	02:00 PM	Mary Beth Barrios

8. Select your reason(s) for wanting to meet with the counselor, update your contact information as needed, and click "Continue"

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### Counseling Reason Selection

**Please select a reason then Click on Continue**

*You may select more than one reason.*

Academic Counseling (AF)

Academic Education Plan (EP)

Academic Graduation Evaluation (AF)

Academic Personal Counseling (AF)

Academic Placement Test Assessment (AE)

Please verify your phone number, change as needed.


You will receive an automated reminder phone call 2-3 days before your appointment.

Phone Number  Extension

eMail Address

Confirm eMail Address

9. You have successfully scheduled your appointment to meet with a counselor, in person, on the following date and time

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You have scheduled a counseling appointment with:

**Lisa Raufman on Monday, October 08, 2012 at 12:30 PM**

**in Room: SSC 104 J**

The Counseling Office is located on the first floor of the Student Services Center.

What to bring to your counseling appointment:

- Copies of unofficial transcripts (ECC and/or other colleges you have attended)
- Placement test scores and Online orientation completion page (NEW TO COLLEGE STUDENTS ONLY)
- List of questions/concerns to discuss with your counselor.