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

![Counseling Appointment Menu](image)

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.
Beginning October 1, 2012, all general counseling appointments will be made online through the eSRS 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”

![Counselor Group Selection](image)

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”
7. Click on “Select” based on your availability and choice

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

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