SSC Campus How-To – Appointment Scheduling

Logging In

1. To access SSC Campus, navigate to ucdenver.campus.eab.com. Login with your ucdenver PassportID credentials.

Scheduling an Appointment

1. Click the “Home Icon” if not already there

2. Click on “Get Advising”
3. **Select a “reason” and a “service” then click “next”.**

   Schedule Academic Advising

   Your reason is *why* you are coming in for an advising appointment.

4. **Select a “Location” (School of Public Affairs) and a “advisor” (optional) then click “next”.**

   School of Public Affairs Undergraduate Advisors;
   - International Students: Scott Steinbrecher
   - Public Service: Ashley Ecklund
   - Criminal Justice: Nora Scanlon

   Schedule Academic Advising

5. **Select the desired date and time and click “Sign Up”**

   Appointment Times This Week

<table>
<thead>
<tr>
<th>Mon, Dec 18</th>
<th>Tue, Dec 19</th>
<th>Wed, Dec 20</th>
<th>Thu, Dec 21</th>
<th>Fri, Dec 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning N/A</td>
<td>Morning 8 Available</td>
<td>Morning 8 Available</td>
<td>Morning 8 Available</td>
<td>Morning 8 Available</td>
</tr>
<tr>
<td>Afternoon 12 Available</td>
<td>Afternoon 15 Available</td>
<td>Afternoon 16 Available</td>
<td>Afternoon 16 Available</td>
<td>Afternoon 16 Available</td>
</tr>
</tbody>
</table>
6. **IMPORTANT!** Please note in **additional details** the **meeting type** (default is in-person);
   - **In-Person** (default)
   - **Web Conference** (you will be emailed a Zoom link prior to your meeting)
   - **Phone #** (include phone number)

If this section is left blank your advisor will assume the appointment is in-person.

Then click “Confirm Appointment”