Instructions for Spartan Connect – Tutoring Appointments

Creating an Appointment

1. Navigate to https://sjsu.campus.eab.com and log in if necessary.
2. From your student homepage, select the blue "Get Assistance" button on the right sidebar.
3. Follow the prompts to schedule your appointment. Feel free to add comments for your session, then confirm your appointment.
4. Add comments, then confirm the appointment.
5. The appointment is now on your Spartan Connect Calendar (accessible from the calendar icon in the left sidebar).

Please remember to show up for your appointment. Missing three appointments within 160 days blocks you from scheduling further tutoring appointments.

Appointments must be created (or cancelled) 24 hours in advance of the scheduled start time. Cancelling too close to the start time will count as a no-show against your limit of three.

 Cancelling an Appointment

1. Navigate to https://sjsu.campus.eab.com and log in if necessary.
2. From your student homepage, find the Upcoming Appointments section in the right sidebar.
3. Select the appointment you wish to cancel to bring up the Manage Appointment dialog.
4. Choose the link in the bottom left corner, Cancel My Attendance, and follow the prompts.
5. Choose the reason and leave any comments needed.
6. Finally, click the Mark as Cancelled button to cancel your attendance. The organizer (advisor or staff) of the appointment will be notified of your cancellation.

It is your responsibility as a student to cancel your appointments as soon as you know you will not be able to attend. Failure to cancel will result in a no-show marked on your profile. Three no-shows within 160 days will block you from scheduling future appointments.

Appointments must be created (or cancelled) 24 hours in advance of the scheduled start time. Cancelling too close to the start time will count as a no-show against your limit of three.