HOW TO SIGN-IN FOR DROP-INS

1. Log into **CSUSM Appointments** with your CSUSM credential.
2. After logging in, sign in for Drop-ins using the Academic Advising virtual **Sign-in Sheet**.
   - If this page below appears, click on **Go to Sign in Screen** to log into CSUSM Appointments.

3. Click on **Sign-in**

4. Select or Type in the **Major** you would like to discuss then click **Next**.

5. Confirm you want to sign-in by selecting **Yes**.

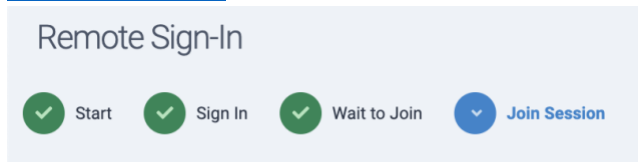6. Do **NOT** leave or reload the web page as it will remove you from the waiting line.
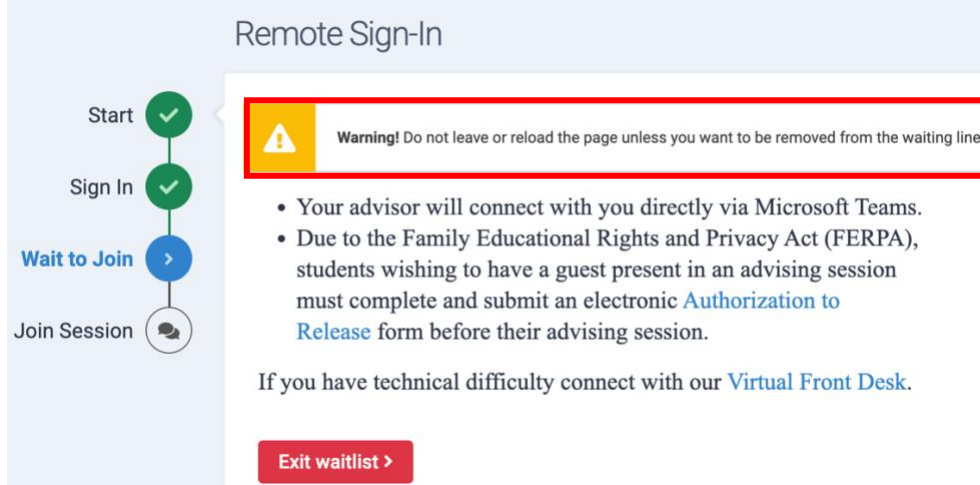
- Open the Microsoft Teams App on your computer.

7. When your Advisor signs you in they will pull up your information and then call you directly via Microsoft Teams.

- If you click Launch Session it will redirect to our Virtual Front Desk.
- Do **NOT** click **Go to Sign Out** as it will REMOVE you from the Waiting Line