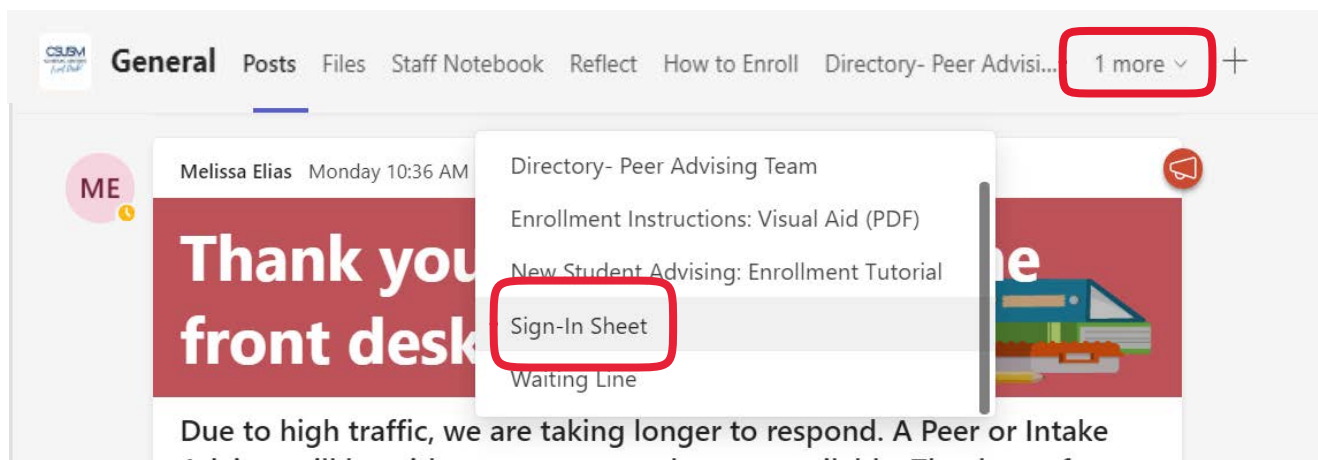


How to Sign-In for a Virtual Drop-in

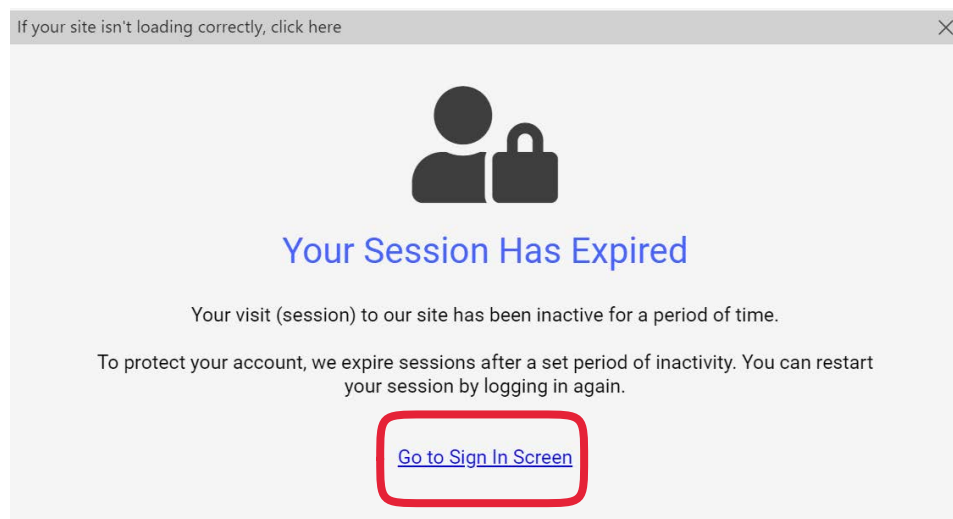
Please Note! During Drop-Ins...

- No appointment is necessary.
- Students are seen 1:1 on a first-come, first-served basis, by major.
- Due to high volume, it may be necessary to close Drop-in Advising early.
- Fall 2022 Drop-Ins Hours
 -

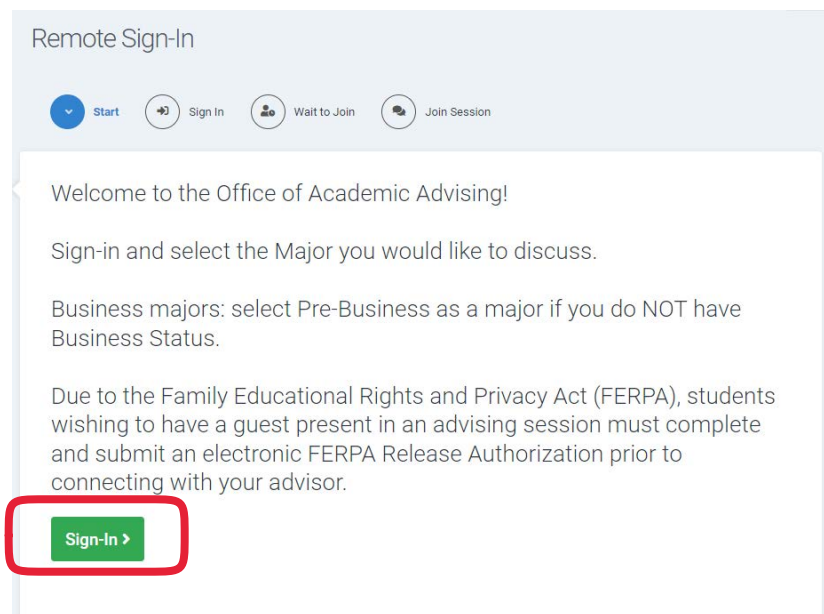
STEP 1: At the top of the **Virtual Front Desk**, click on the tab: **Sign-In Sheet**. (If you cannot find it, click on the **1 more** tab)



STEP 2: If you get a screen that says "Your Session has Expired", click on the link at the bottom that says **Go to Sign-In Screen**.

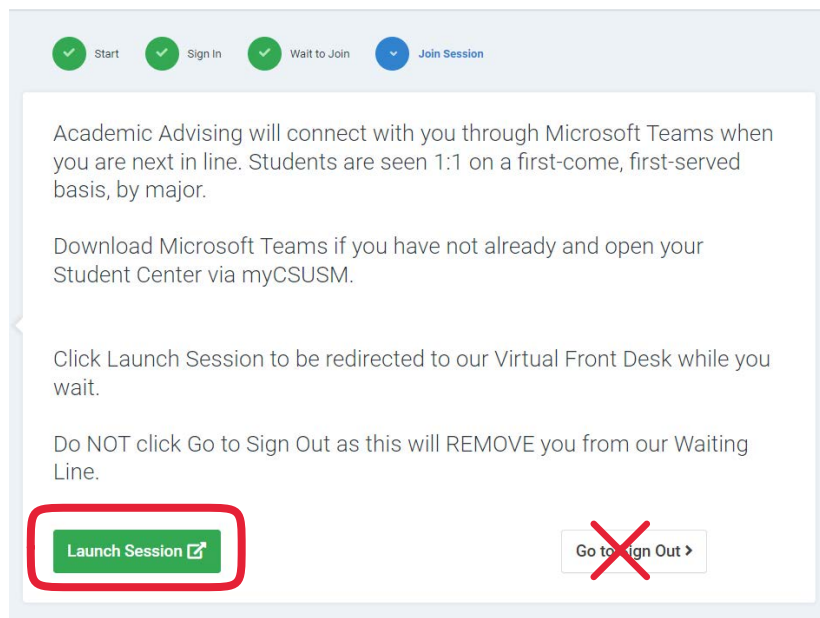


Step 2 (Cont): Then, you should be able to sign-in with your CSUSM Credentials:

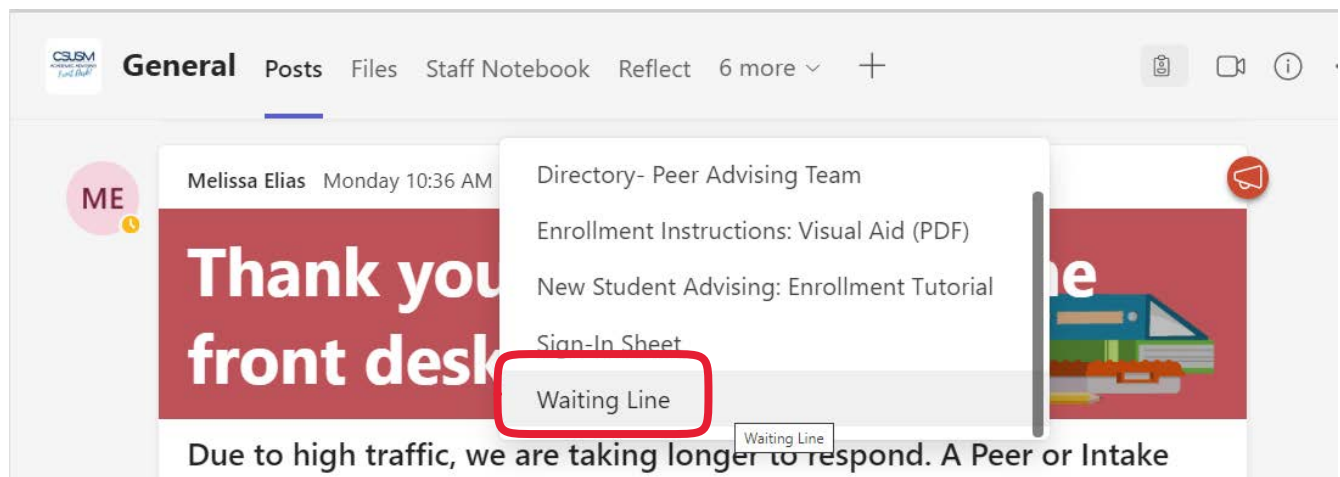


STEP 3: Once you have signed-in, please click Launch Session to return to the Virtual Front Desk ([here](#)). Do **NOT** click "Go to Sign-Out". See below:

***If you clicked "Go to Sign-out", it will remove you from the Waiting Line. Please sign-in again and click "Launch Session"**



STEP 4: After you have returned to the Virtual Front Desk, you can click the Waiting Line tab to check your place in line. You will be called in the order you signed-in:



STEP 5: Please remain logged onto Teams. Your advisor will call you when it is your turn*
***Note:** If your name is at the very top, you are next in line. It will disappear when your advisor checks you in. If your name disappears and you have not been called in the next 5mins, please message us and we will double check for you.