



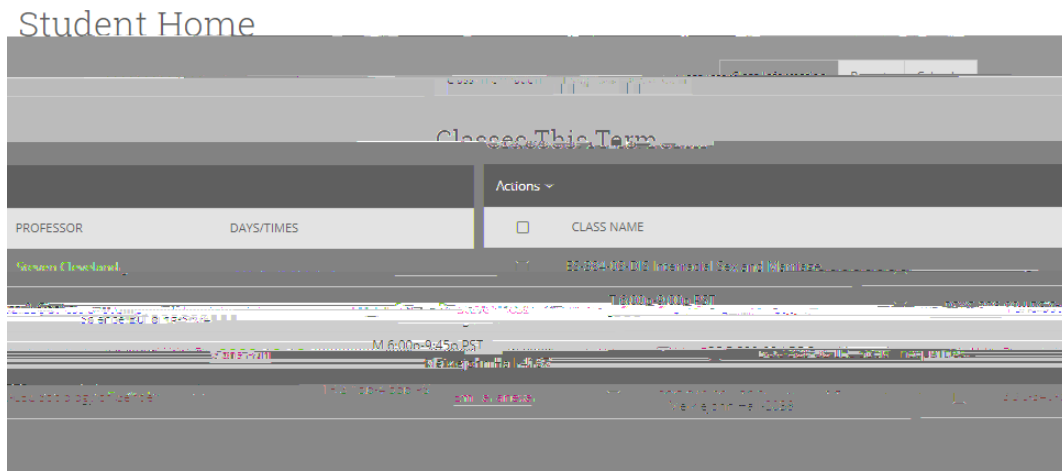
[www.csueastbay.edu/bayadvisor](http://www.csueastbay.edu/bayadvisor)

# Student Quick Guide

Version 2. Updated 4/10/2020

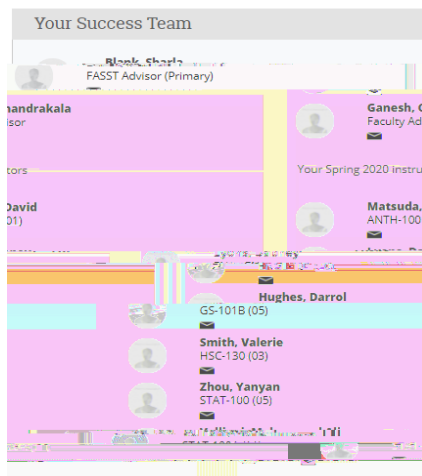
When you log on to the Bay Advisor, your home page will always display your class information for the current term as shown below. The courses include your instructor's name, the days and times of the course, and where the class is held. If the days/times section is blank, the course is online.

## Class Information



## Success Team

Students now can see their “Success Team” in Bay Advisor. The team includes any advisor the student is assigned to (if applicable) as well as every instructor for the term.



## Messaging

The Bay Advisor allows you to easily send email messages to your assigned instructor and academic advisor(s) assigned.

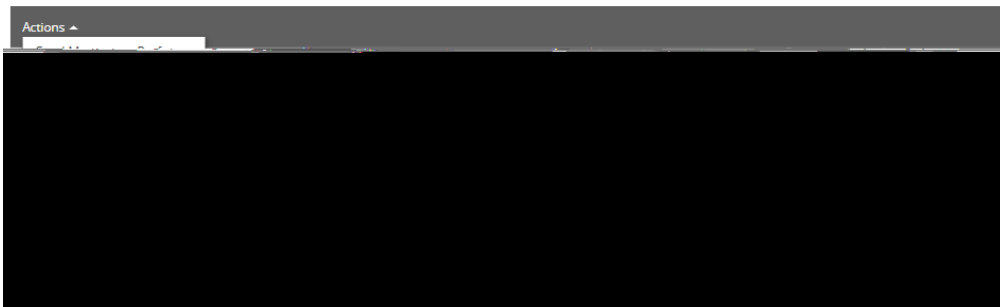
To message an instructor or advisor:

- 1.) Select the button next to their name from the Classes this Term page. You can select multiple instructors if you wish to send them all the same message
- 2.) Select the actions, and press “Send Message”

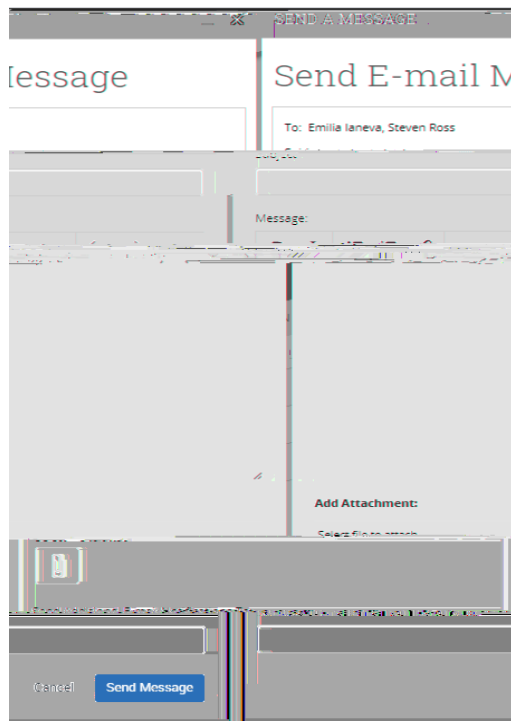
### Student Home

Class Information Reports Calendar

### Classes This Term

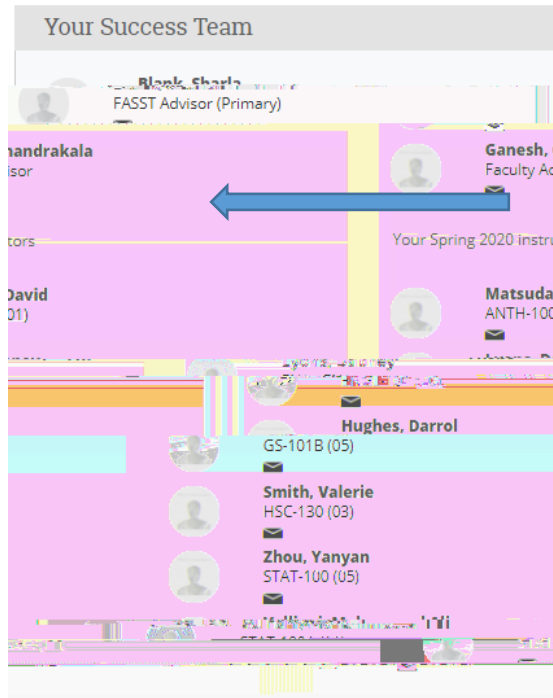


- 3.) Create your message. Always remember to include a subject. You can also attach documents to your message or copy another recipient.



- 4.) Select “Send Message” when you are ready for your message to be sent.

5.) You can also send a message to anyone in your Success Team by clicking on the email link below their title or course offering.



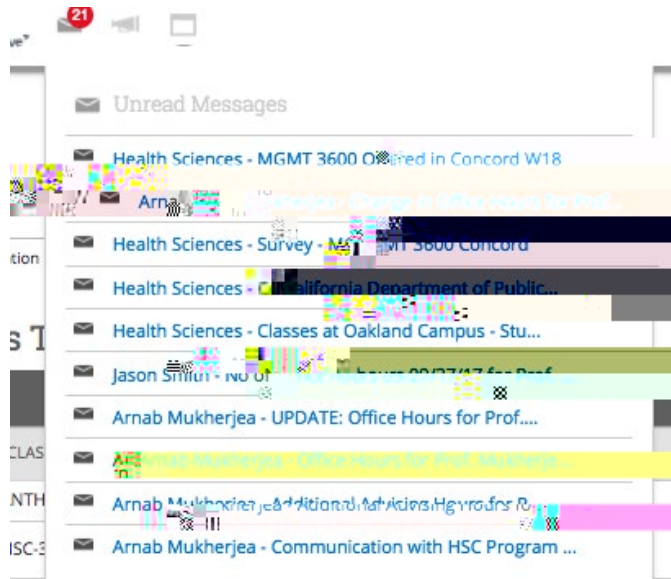
All messages sent through the Bay Advisor will be saved in your conversations tab.



Messages sent to you in the platform can be viewed from the notification bar.



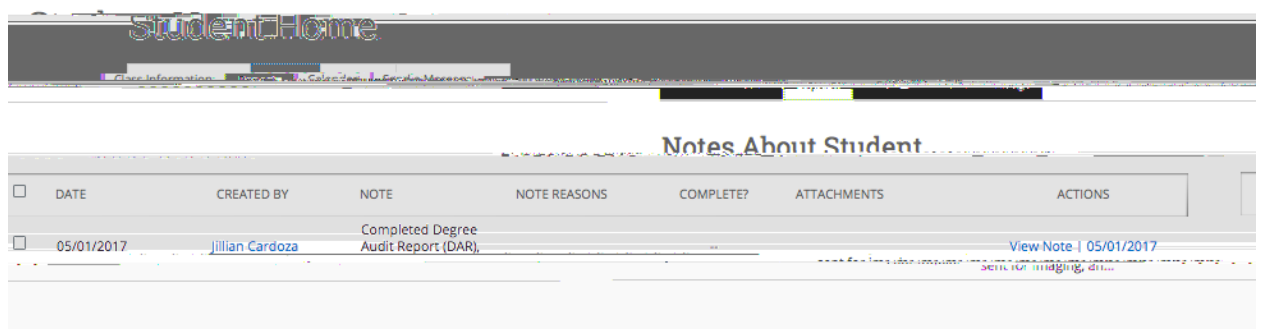
To view messages sent to you by either instructors or advisors, select the envelop and view your messages.



Messages sent in the platform will also be sent to your horizon email account.

**Important Note:** If you are a student employee, you will want to make sure your primary email address is your CSUEB account. To make that change, you must go to MyCSUEB.

## Reports



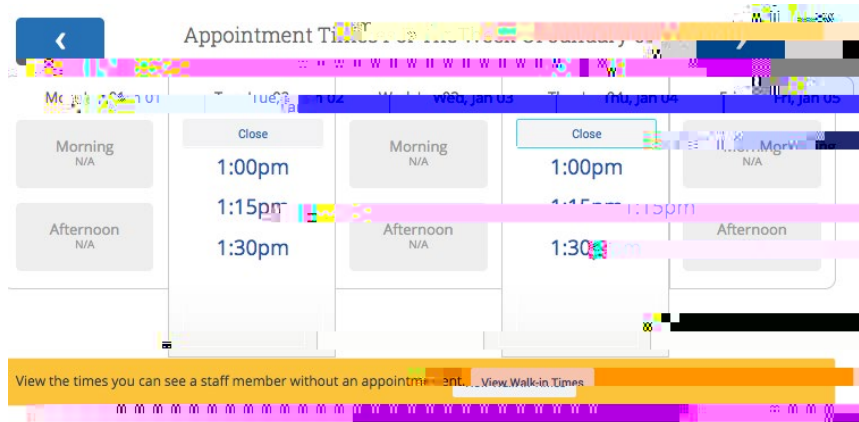
Any important advising notes shared by either faculty or staff advisor can be viewed here. The notes will be listed in chronological order and will always include who created the note for your information.



4. Select an advisor to see



5. Find a day and time that works best with your schedule



6. Confirm your appointment details and add any comments that you believe your advisor should know before your meeting.



Once an appointment is confirmed, you will receive a confirmation email to your Horizon email account. You will also receive a reminder email 1224 hours before your scheduled appointment.

The Bay Advisor is an advising tool that should be used in addition to MyCSUEB. You can find your Degree Audit Report. Both tools can help you be successful during your time at Cal State East Bay.

For questions or assistance please contact Bill Irwin [bill.irwin@csueastbay.edu](mailto:bill.irwin@csueastbay.edu)