SSC CAMPUS FRONT DESK CHEAT SHEET

Log in at [www.stonybrook.campus-training.eab.com](http://www.stonybrook.campus-training.eab.com)

**Scroll down to the bottom:**

1. **Select the office you work in:**
   - Academic & Transfer Advising Services

2. **Bookmark on your browser by dragging the “i”:**
   - [Advising Center](https://www.stonybrook.edu/advising)

3. **Sign in a student by ID #:**
   - [Ryan (student)](https://www.stonybrook.edu/advising)

**1. Check out the student’s major, class year.**

**2. Is the student checking in for an appt?**

**3. Does the student have any appts scheduled beyond today?**

**4. First available queue FOR ANY ADVISOR.**

**5. Does the student want to see a specific advisor? Check #6 below**

**6. Make sure this advisor has “Drop-ins” listed.**

**PLEASE CHOOSE A STUDENT SERVICE FOR THIS VISIT**

1. Comment if you know the nature of visit.
2. Choose who should see this student.
How to create an appt and check the student in “on the fly”.

1. Select the service.
2. Comments are optional.
3. Email reminders the morning of. Text reminders 1 hour prior. (Might not be needed, check #4).
4. Check this if you want to check the student in right now. Essentially, you are creating an appt and checking him in at the same time.

To reassign, first remove, then sign in again, then Move to Top of queue if student should be prioritized.

1. You can remove a student from the queue here. **Only do this if you are reassigning.**
2. When you re-enter the student, you can prioritize them.