**Step 1:** Log-in to your **EAB account** (use PAWS username and password)
**Step 2:** On the left-hand side bar, click on “Appointments”

![Image of the left-hand side bar with a red arrow pointing to the Appointments section]

**Step 3:** In the upper right click the “Schedule an Appointment” button.

![Image of the navigation interface with a red arrow pointing to the Schedule an Appointment button]
Step 4: From the drop-down options in the “type of appointment” option, click “Study Abroad Programs”.

Step 5: From the “Services” drop-down options, click on the appointment type you need. To learn the difference between these options, please review the grid on our website. [https://mystudyabroad.gsu.edu/prospective/study-abroad-advising/]
**Step 6:** Select the date you would like to have your appointment, click on “Find Available Time”. Please note: There are multiple appointment dates and times available through the week, please find a time that works according to your schedule.

**Step 7:** Select the time for your appointment.
Step 8: Review the details of your appointment. If everything is okay, click the “schedule” button. You will receive a confirmation email. If you need to cancel or reschedule your appointment, please follow the instructions in your confirmation email.