Logging in to Cuesta Connect and Scheduling an Appointment

1. Use an “Access Cuesta Connect to make an Appointment” link from a department website to go directly to a department’s appointment scheduler.
   a. You can also sign on to Cuesta Connect by logging in to myCuesta and finding the “Cuesta Connect” link. This link will take you to the main directory. You can then select the department you are looking for. Click on the department name to schedule an appointment.

2. Click the “Cuesta College Current Staff and Student Login” icon
   https://cuesta.craniumcafe.com/login

3. Enter your myCuesta Username and Password.

4. You will now see your meeting scheduling options. Select a date and a reason for your meeting. You can scroll to future weeks using the “Next Week” button on the right-hand side of the screen.
For some areas, such as Academic Counseling, you may instead see a list of Moderators – these are the available staff members for the date-range.

5. Once you have selected your preferred date and reason for meeting, an option will open up for you to select your meeting location, including in-person, telephone, and video meeting options.
6. You will now see all available time slots on the date you selected, along with the names of the available staff members. If you don’t see a time that works for you on your preferred date, you can toggle to a different date to check availability on that date instead.

7. Select your preferred time slot. A pop-up will appear confirming the staff member, date and time, location, and reason for your meeting. Click “Schedule Appointment” to finish scheduling.
8. Once your appointment is scheduled, you will receive an e-mail confirmation to your myCuesta e-mail address, and you will be taken to your Upcoming Meetings page, which will display your selected meeting.

**Upcoming Meetings**

**Monday, Jan 8, 2024**
8:15 AM to 9:45 AM Pacific Standard Time

Meeting with [Redacted]

**Meeting Description:**

**Meeting Reason Codes:**
MyCuesta Portal Support

**Department:**
Admissions, Student Records and Registration - Admissions and Registration

**Meeting Location:**
Admissions Office - San Luis Obispo Campus (SLO)

**Meeting Time/Day:**
This meeting starts in 2 day(s)

**Meeting attendees:**

[Icon] [Icon]