

How to Schedule a Career Coaching Appointment (Alumni)

STEP 1: Sign into [SternConnect](http://www.sternalumni.nyu.edu) (www.sternalumni.nyu.edu). If this is your first time accessing [SternConnect](http://www.sternalumni.nyu.edu), please refer to the *How to Access SternConnect Guide*.

NYU STERN
Experience Stern
Research, Faculty, Culture, News

Programs & Admissions
Degrees & Executive Education

Portal & Partners
Alumni, Recruiters, Student Login

Search

NYU Stern Alumni

Network Events Benefits & Services Get Involved Careers News & Media Support Stern

Reconnect at one of our Global Alumni Events

Upcoming Events News Alumni Profiles

Upcoming NYU Stern Alumni Events:

NYU STERN CONNECT
who's in your network?

Sign Up

Wait - You Need to Login!

Username:

Password:

Remember Me

Send My Username
Forgot Password

Login

f Log In

Visit the CCWP

Henry Kaufman Management Center, 44 West 4th Street; 4th Floor Suite 4-140

Office Hours

Monday/Tuesday 10 a.m. to 7 p.m., Wednesday/Thursday 10 a.m. to 6 p.m., Friday 9 a.m. to 5 p.m.

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STEP 2: Once you have successfully signed in to Stern Connect, mouse over **Careers**. Select **Access My Career Account**.

The screenshot shows the NYU Stern Alumni website interface. At the top, there is a navigation bar with the NYU Stern logo and several menu items: 'Experience Stern' (Research, Faculty, Culture, News), 'Programs & Admissions' (Degrees & Executive Education), 'Portal & Partners' (Alumni, Recruiters, Student Login), and a 'Search' field. Below this is a large banner for 'NYU Stern Alumni' with a navigation bar containing 'Network', 'Events', 'Benefits & Services', 'Get Involved', 'Careers', 'News & Media', and 'Support Stern'. The 'Careers' menu is open, showing options: 'Access My Career Account' (highlighted with a red box and an arrow), 'Career Center for Working Professionals', 'Post a Job', and 'Resources for Recruiters'. The main content area features a large image of the NYU Stern Archway at night with the text 'Imagine the... If Every One of Our Alumni Invested in the School'. Below the image are tabs for 'Upcoming Events', 'News', and 'Alumni Profiles'. The 'Upcoming NYU Stern Alumni Events:' section lists an event for 'Thursday, September 12, 2013': 'Networking a top of the Ritz-Carlton in White Plains, NY' from 6:30-9:00 p.m. On the right side, there is a 'Logout' button and a section for 'Join the Stern Alumni Network on:' with social media icons for LinkedIn, Facebook, and Twitter.

You will be automatically redirected to your Career Account.

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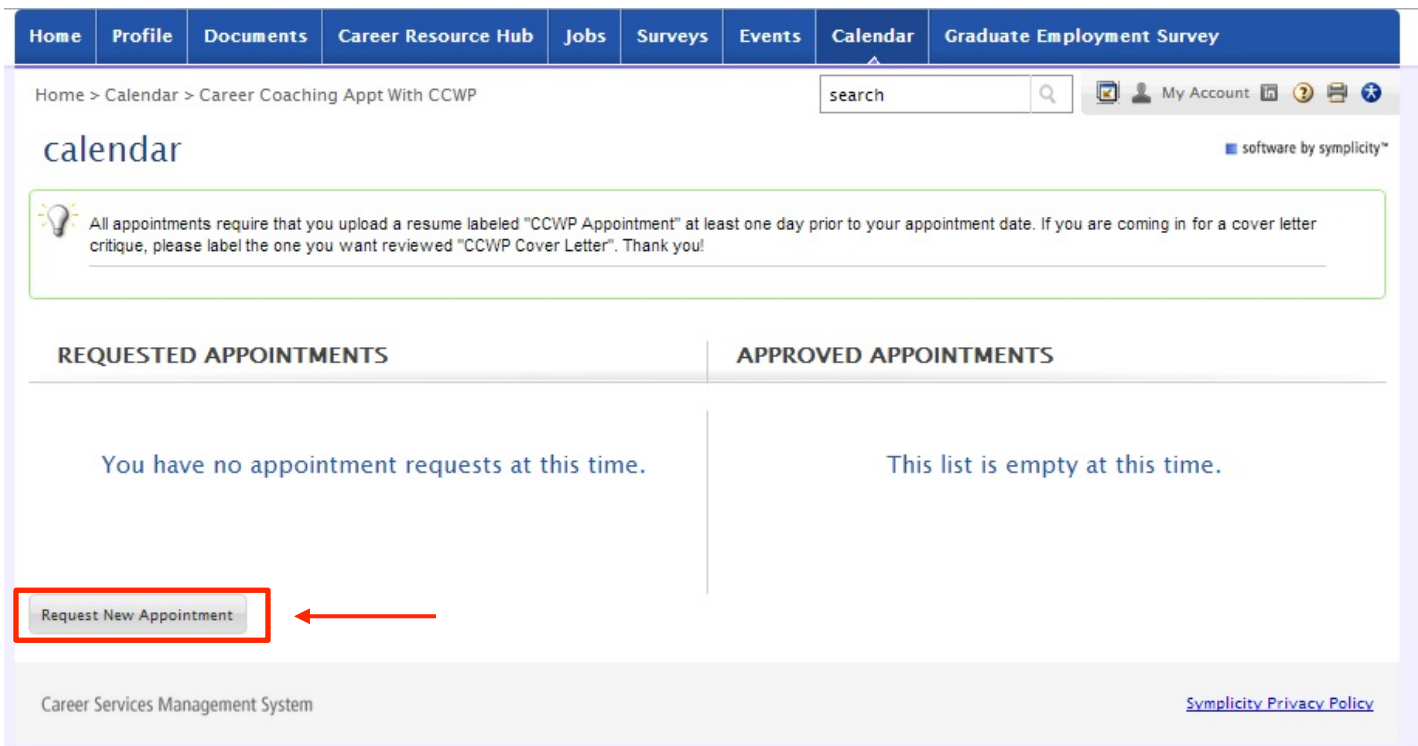
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STEP 3: Select Calendar.



You will be directed to the appointment scheduling page.

STEP 4: Select Request New Appointment.



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STEP 5: A list of filters will appear.

Adjust the filters to your preferences and select **Check Availability**.

Home > Calendar > Career Coaching Appt With CCWP

calendar software by simplicity™

All appointments require that you upload a resume labeled "CCWP Appointment" at least one day prior to your appointment date. If you are coming in for a cover letter critique, please label the one you want reviewed "CCWP Cover Letter". Thank you!

Type

Date Range: 2013-09-09 Select to 2013-09-23 Select

Time Range: 9:30 am - 7:00 pm

Length

Location

Counselor(s):

- Beverley Caen
- Erika Teresko
- Lara Klein
- Martha Patton

2 of 6 selected [show selected] [show all]

Days of the Week: Sun Mon Tue Wed Thu Fri Sat

Check Availability [Back to My Appointments](#)

Start by choosing an initial filter from the choices at left

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STEP 6: A list of available appointments that match your criteria will appear on the right side of the screen. Select the time and counselor you would like to meet with.

***Note:** All appointments before 4pm are 45 minutes. Appointments after 4pm are 30 minutes.



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Type

Date Range
 to

Time Range

Length

Location

Counselor(s)

 Erika Teresko
 Lara Klein
 Martha Patton
 Tracy Handler
 1 of 6 selected [show selected] [show all]

Days of the Week
 Sun Mon Tue Wed Thu Fri Sat

Monday, Sep 16, 2013

5:00 pm [Martha Patton](#) CCWP (KMC 4-140) – 30 mins

Wednesday, Sep 18, 2013

5:00 pm [Martha Patton](#) CCWP (KMC 4-140) – 30 mins

5:30 pm [Martha Patton](#) CCWP (KMC 4-140) – 30 mins

Friday, Sep 20, 2013

4:00 pm [Martha Patton](#) ← CCWP (KMC 4-140) – 30 mins

Monday, Sep 23, 2013

5:00 pm [Martha Patton](#) CCWP (KMC 4-140) – 30 mins

5:30 pm [Martha Patton](#) CCWP (KMC 4-140) – 30 mins

6:00 pm [Martha Patton](#) CCWP (KMC 4-140) – 30 mins

6:30 pm [Martha Patton](#) CCWP (KMC 4-140) – 30 mins

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STEP 8: A popup screen will appear. Select the required fields and then select **Submit Request**.

The screenshot shows a 'Confirm Appointment' popup window. The 'Additional Notes' field is highlighted with a red arrow pointing to a callout box. The callout box contains the following text:

Summarize the reason for your appointment and include your:

- Target function and/or industry (if you have one)
- Phone number

The 'Submit Request' button is also highlighted with a red box and a red arrow.

Your request will be submitted.

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Requested appointments will appear under **Requested Appointments** in the Calendar tab.


calendar ■ software by simplicity™




 All appointments require that you upload a resume labeled "CCWP Appointment" at least one day prior to your appointment date. If you are coming in for a cover letter critique, please label the one you want reviewed "CCWP Cover Letter". Thank you!

 Your appointment limit has been reached.

REQUESTED APPOINTMENTS	APPROVED APPOINTMENTS
<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;">REQUESTED APPOINTMENTS</div> <div style="display: flex; align-items: flex-start;"><div><p>Martha Patton CareerLeader Debrief September 20, 2013 - 4:00 pm (30 mins) @ CCWP (KMC 4-140)</p><div style="display: flex; gap: 5px;">X Cancel Reschedule</div></div></div>	This list is empty at this time.

You will receive an email confirmation when your appointment is approved. The appointment information will also appear under **Approved Appointments** in the Calendar screen on your Career Account.

 Your appointment limit has been reached.

REQUESTED APPOINTMENTS	APPROVED APPOINTMENTS
You have no appointment requests at this time.	<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;">APPROVED APPOINTMENTS</div> <div style="display: flex; align-items: flex-start;"><div><p>Martha Patton General Career Coaching Appointment September 20, 2013 - 4:00 pm (30) @ CCWP (KMC 4-140)</p><div style="display: flex; gap: 5px;"><div style="border: 2px solid red; padding: 2px 5px;">Cancel</div> <div style="border: 2px solid red; padding: 2px 5px;">Reschedule</div></div></div></div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"><div style="text-align: center;"></div><div style="text-align: center;"></div></div>

To cancel or reschedule the appointment, go back to the **Calendar** Tab. Select **Cancel** or **Reschedule** and follow steps 5 and 6.

We look forward to working with you throughout your personal career journey!

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