

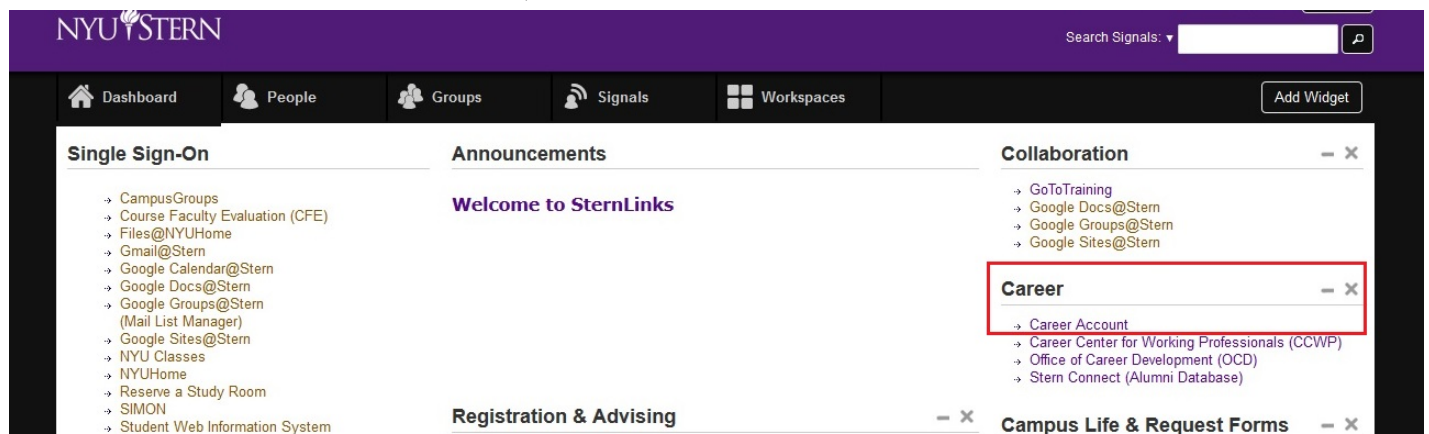
How to Schedule a Career Coaching Appointment (Student)

Appointments are scheduled online through Career Account. You can access Career Account through [SternLinks](#).

STEP 1: Sign in to [SternLinks](#).



STEP 2: Under the **Career** section, select **Career Account**.



You will automatically be redirected to you Career Account.

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.

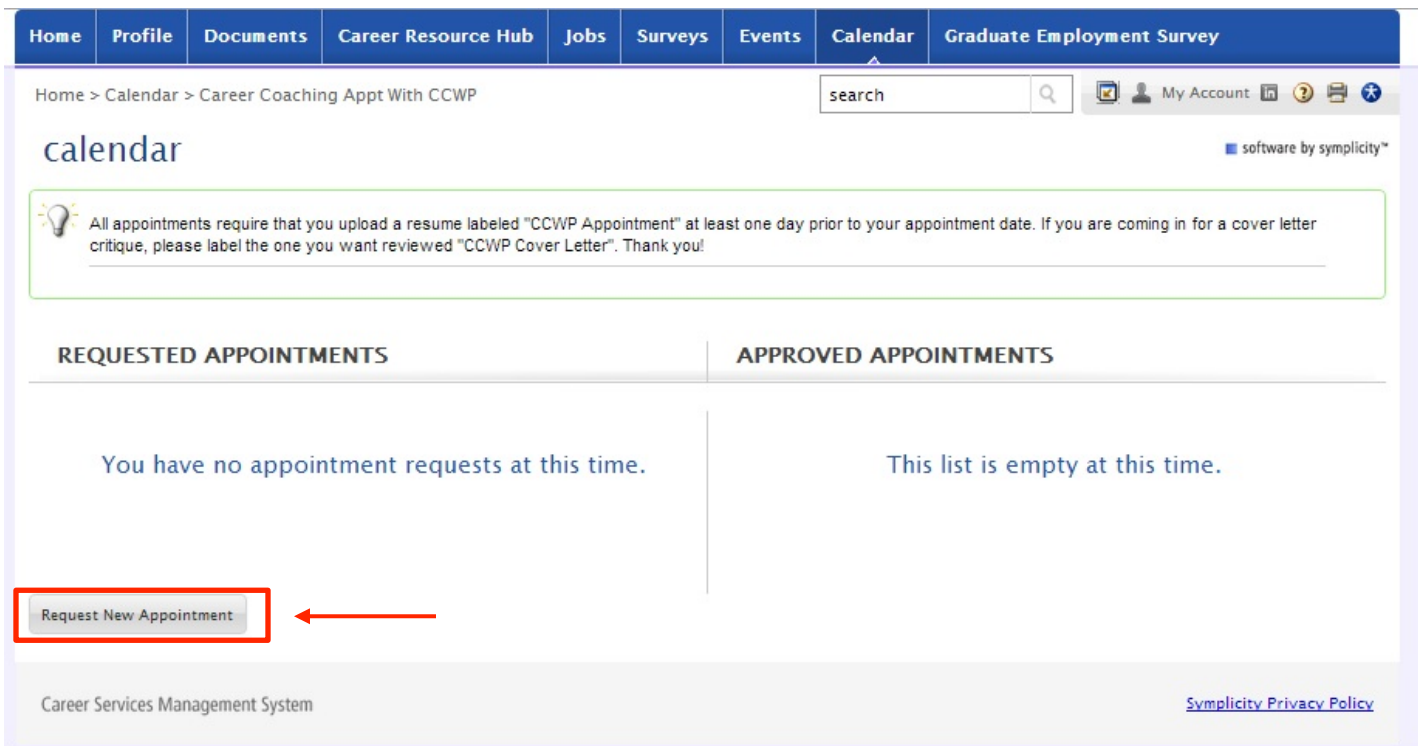
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STEP 3: Select Calendar.



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.



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

General Career Coaching Appointment

Date Range

2013-09-10 to 2013-09-24

Time Range

3:30 pm – 7:00 pm

Length

Location

Counselor(s)

Beverly Cochran

 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

- 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 is now 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**

 **Martha Patton**
CareerLeader Debrief
September 20, 2013 - 4:00 pm (30 mins)
@ CCWP (KMC 4-140)


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.

 **Martha Patton**
General Career Coaching Appointment
September 20, 2013 - 4:00 pm (30)
@ CCWP (KMC 4-140)

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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