



# HOW TO SCHEDULE AN APPOINTMENT WITH THE CAREER DEVELOPMENT CENTER

## 01 Navigate to Career Center

- Log into your student account
- Click Career Center on the left navigation menu.
- Click on Appointments from your Career Center's page, located below the school name.

## 02 Schedule Appointment

- To request a new appointment, click the Schedule a New Appointment button in the upper-left of the page.
- Past and upcoming appointments you've scheduled are listed on the following page, .

## 03 Select Appointment Details

- Under Category, select Career Development Center
- Under Type, select the Career Development Staff you want to meet with.
- A list of available appointment dates will appear based on the category and type selected.

## 04 Submit Appointment Request

- Select your desired Appointment medium from the dropdown menu, then enter details about the appointment in the "What can we help you with?" section.
- When you're ready, click the green Request button in the lower-right corner of the screen.

## 05 Additional Details

- You'll be taken to the appointment overview page, where you can add comments before the appointment, or cancel the appointment by clicking the red button Cancel.
- Make sure to check your notifications for updates on the status of your appointment!



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Career Development Center

