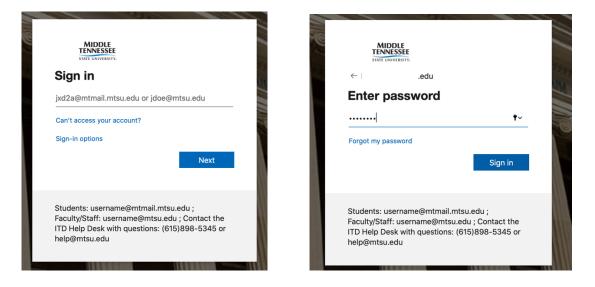




## How to Schedule an Appointment with the Career Development Center

1. Log in to Navigate - https://mtsu.edu.campus.eab



2. Next, click Schedule Appointment button on the right side of the page.

🙆 N	IAVIGATE 🤌 🗆		Summer 2020 🔹 🚺 👻
▲	Class Information Reports Calendar	(	MIDDLE TENNESSEE STATE UNIVERSITY Schedule an Appointment
	Classes This Term		Quick Links
	CLASS NAME PROFESSOR DAYS/TIMES MID	FINAL	Take me to School Information
	This student is not enrolled in any classes in the current term.		Upcoming Appointments
			You have no upcoming appointments.
			Your Success Team
			Advisor
			Advisor
			Primary Career Advisor

3. Type of Appointment - Choose Career Development in the dropdown box.

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Schedule App	aff > Select Time > Confirm

4. Appointment Service- Choose the reason for the appointment in the dropdown box.

NAVIGATE 🤷 🗆	Summer 2020 *	
NAVIGATE  Service > Location & Staff > Select Time > Con Schedule Appointment What type of appointment would you like to schedule? Career Development   Choose from the following options and click Next.  Index from Choose one   Assessment Results Career PlanningDecision		Career Development Appointment Types  - Assessment Results - 60 minutes - Career Fair Prep - 30 minutes - Career Planning/Decision Making - 45 minutes - Grad and Professional School App Support - 45 mins Interview Prep - 45 minutes - Job Search Coaching - 30 minutes
Gradute and Professional Application Support Interview Prep Job Search and Coaching Resume/Eover Letter Review -		- Resume/Cover Letter Review - 30 minutes

5. Location- Choose an online (virtual) or in office (KUC 326) appointment.

	IAVIGATE 🤌 🗆	Summer 2020	٣
<b>^</b> ₩ ₩	Service > Location & Staff > Select Time > Co Schedule Appointment What location do you prefer? - plass choose one - plass choose one - plass choose one - plass choose one	nfirm	
	Back     Next		

6. **Career Advisor Selection** – Choose your **primary career advisor** first, if your primary career advisor is not available choose secondary career advisor.

6 N	JAVIGATE P Summer 2020	٣
<ul><li>▲</li><li>▲</li><li>★</li></ul>	Service > Location & Staff > Select Time > Confirm Schedule Appointment What location do you prefer?	
	Career Development Center (Virtual)	
	Who would you like to meet with? (Please select primary career advisor if available)	
	Any Staff #pou don't have a preference, just click Next.	
	<ul> <li>Back</li> <li>Next ▶</li> </ul>	

7. **Appointment Date** – Select your appointment date and click Next.

) N	AVIGATE 🤷 🗆			Sa	vice > Location & Staff	Summer 2020
	Schedule App	pointmen	t			
1		<	Times	From May 19 To N	/lay 23	$\rightarrow$
		Tue, May 19	Wed, May 20	Thu, May 21	Fri, May 22	Sat, May 23
		Morning 5 Available	Morning 9 Available	Morning 6 Available	Morning 9 Available	Morning NA
		Afternoon 8 Available	Afternoon 11 Available	Afternoon 11 Available	Afternoon 11 Available	Afternoon <sub>N/A</sub>
	*.	All times listed are in Cent	ral Time (US & Canada).			refreshed at 10:22am CDT.
	•	fiew the times you can	see a staff member withou	t an appointment. View Di	op-in Times	
		Back				Next

8. Appointment Time – Select an available time for your appointment.

			Se	rvice > Location & Staff	> Select Time > Confirm
Schedule Ap	opointment	t			
	<	Times From May 19 To May 23			>
	Tue, May 19	Wed, May 20	Thu, May 21	Fri, May 22	Sat, May 23
	Morning 5 Available	Close 9:30am сот	Morning 6 Available	Morning 9 Available	Morning <sub>N/A</sub>
	Afternoon 8 Available	9:45am сот 10:00am сот	Afternoon 11 Available	Afternoon 11 Available	Afternoon <sub>N/A</sub>
	* All times listed are in Centra	10:15am сот 10:30am сот			refreshed at 10:22am CDT.

9. Schedule Appointment – Click the Confirm Appointment button. Appointments are not scheduled without confirming.

	VIGATE 🤌 🗆			Summer 2020 • 🗸
~	Schedule Appo	intment		
		Your appointment has not been scheduled yet. Plea	se review and click Confirm Appointment to complete.	
		Appointment Details		
		Who: with	When: Wednesday, May 20 9:30am - 10:15am CDT	
		Why: Career Planning/Decision	Where: Career Development Center (Virtual)	
		Additional Details		
		The password for Zoom Meeting is	https://mtsu.zoom.us/j/	
		Is there anything specific you would like to discuss with Timothy ?	Send Me an Email     Inun	nclude your phone hber for appointment reminders.
		Comments for your staff	Send Me a Text Please provide your mobile number  hone Number	
				Make sure to click Confirm to schedule
		< Back	Confirm Appointment	your appointment.

10. If you need further assistance scheduling, email your primary career advisor or contact the Career Development Center.

Hours - 8:00am - 4:30pm Office - (615) 898-2500 Email -<u>career@mtsu.edu</u>