Tip Sheet: How to schedule a counseling appointment on John Jay Careers Online

**Step One:** Go to John Jay Careers Online ([https://jjay-cuny-csm.symplicity.com](https://jjay-cuny-csm.symplicity.com))

**Step two:** Select “student” and enter your username and password

**Step Three:** Under “Short Cuts”, Select “Request a Counseling Appointment” on the right hand side

**Step Four:** Under “Type” select the category appointment you would like from the drop down list then click “Check availability” “show all”
**Step Five:** Select the counselor whose availability matches your schedule

**Step Six:** Include any additional notes you may have for the counselor, and then select “Submit Request”

*You will receive an email notification once your appointment time has been approved by a counselor*

If you have any additional questions, please contact

*The Center for Career & Professional Development at 212-237-8754 or Careers@jjay.cuny.edu*