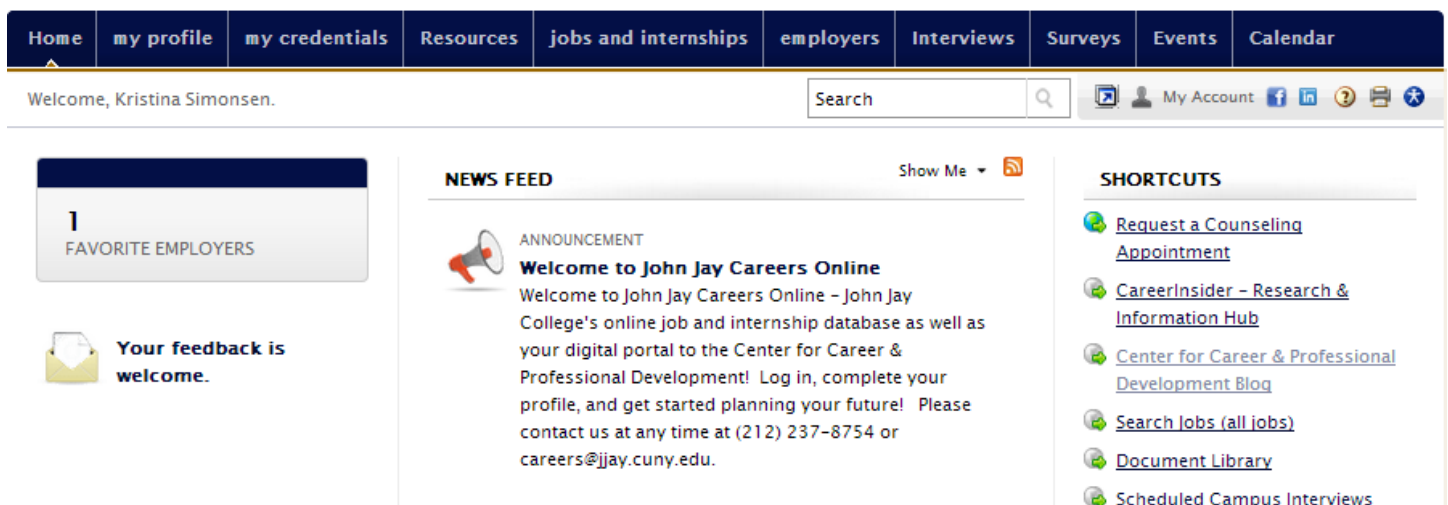


Tip Sheet: How to schedule a counseling appointment on John Jay Careers Online

Step One: Go to John Jay Careers Online (<https://jjay-cuny-csm.symplcity.com>)

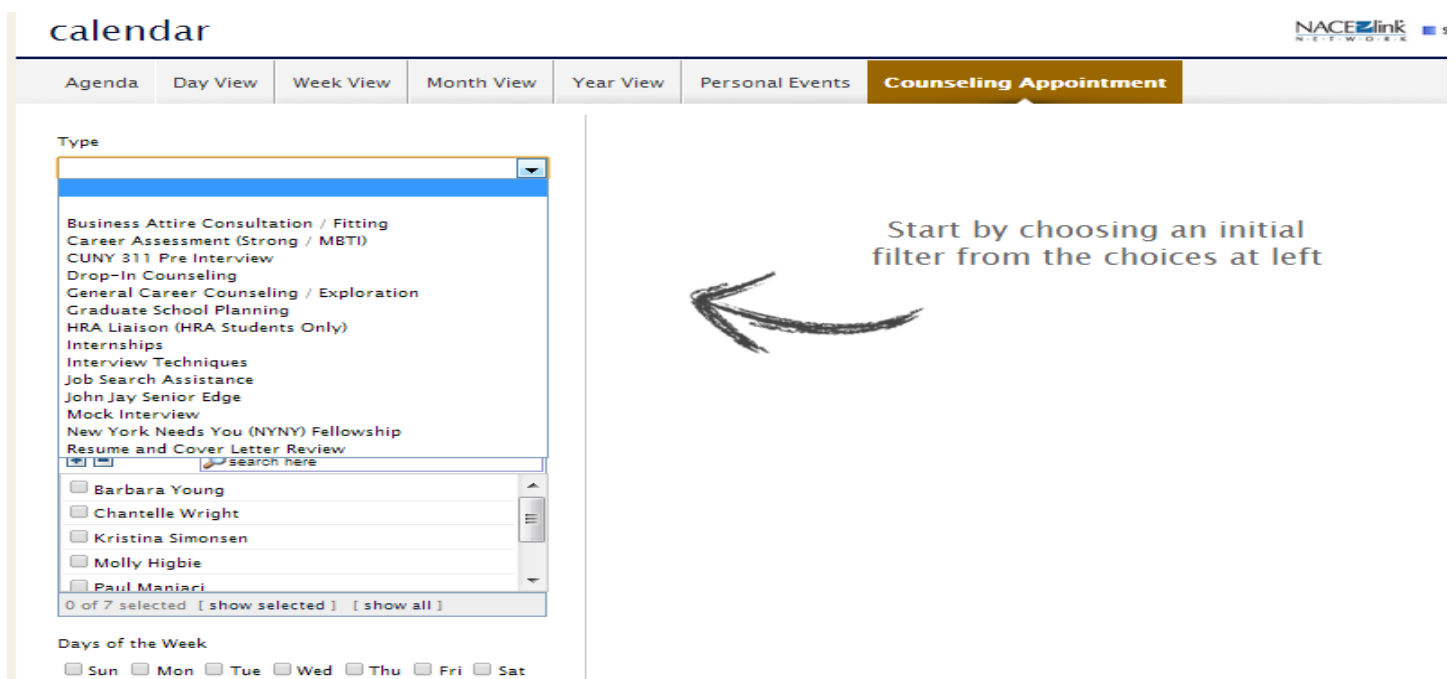
Step two: Select “student” and enter your username and password

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



The screenshot shows the homepage of John Jay Careers Online. At the top is a navigation bar with links: Home, my profile, my credentials, Resources, jobs and internships, employers, Interviews, Surveys, Events, and Calendar. Below the navigation bar is a search bar and a user greeting: "Welcome, Kristina Simonsen." The main content area is divided into three sections: "FAVORITE EMPLOYERS" (showing 1), "NEWS FEED" (with an announcement titled "Welcome to John Jay Careers Online"), and "SHORTCUTS" (listing links like "Request a Counseling Appointment", "CareerInsider - Research & Information Hub", "Center for Career & Professional Development Blog", "Search Jobs (all jobs)", "Document Library", and "Scheduled Campus Interviews").

Step Four: Under “Type” select the category appointment you would like from the drop down list then click “Check availability” “show all”



The screenshot shows the "calendar" page with the "Counseling Appointment" tab selected. A dropdown menu is open under the "Type" label, listing various appointment categories such as "Business Attire Consultation / Fitting", "Career Assessment (Strong / MBTI)", "CUNY 311 Pre Interview", "Drop-In Counseling", "General Career Counseling / Exploration", "Graduate School Planning", "HRA Liaison (HRA Students Only)", "Internships", "Interview Techniques", "Job Search Assistance", "John Jay Senior Edge", "Mock Interview", "New York Needs You (Nyny) Fellowship", and "Resume and Cover Letter Review". Below the list are checkboxes for selecting specific counselors: Barbara Young, Chantelle Wright, Kristina Simonsen, Molly Higbie, and Paul Maniari. At the bottom, there are "Days of the Week" checkboxes from Sun to Sat. A hand-drawn arrow points from the text "Start by choosing an initial filter from the choices at left" to the dropdown menu.

Step Five: Select the counselor whose availability matches your schedule

calendar NACElink NETWORK software by simplicity™

Agenda Day View Week View Month View Year View Personal Events **Counseling Appointment**

Type: Interview Techniques

Date Range: 2013-09-20 to 2013-10-04

Time Range: 9:00 am - 8:00 pm

Wednesday, Sep 25, 2013
4:00 pm [Kristina Simonsen](#) 45 mins

Thursday, Sep 26, 2013
11:00 am [Kristina Simonsen](#) 45 mins
4:00 pm [Kristina Simonsen](#) 45 mins

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

Confirm Appointment

* indicates a required field

Length* 45

Counselor* Kristina Simonsen

Time* 11:00 am


Type* Interview Techniques

Additional Notes

Attachment Add Item

Submit Request Cancel

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

REQUESTED APPOINTMENTS	APPROVED APPOINTMENTS
 <p>Kristina Simonsen Interview Techniques September 26, 2013 - 11:00 am (45 mins)</p> <p>Cancel Reschedule</p>	This list is empty at this time.

If you have any additional questions, please contact

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