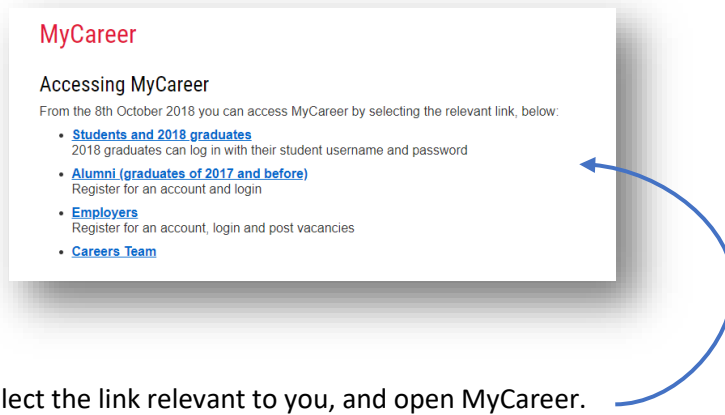


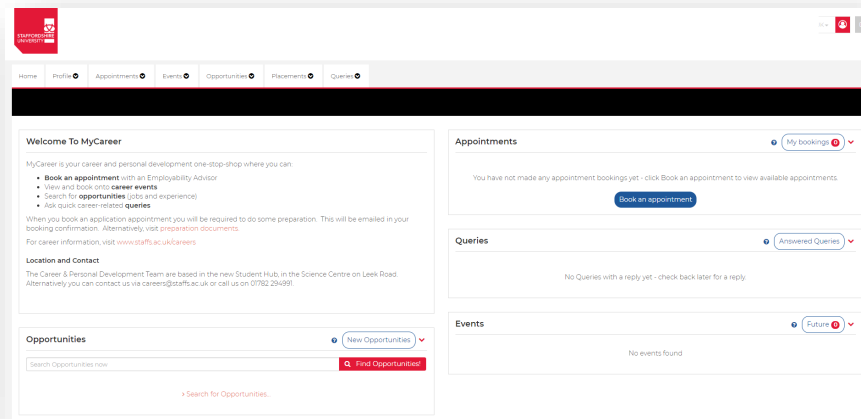
MyCareer

How to view and book a career appointment

1. Go to www.staffs.ac.uk/mycareer

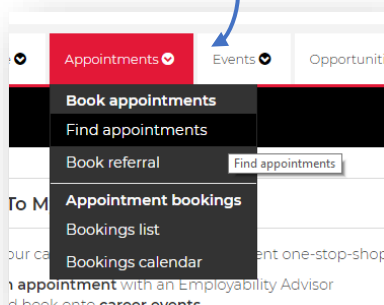


2. Select the link relevant to you, and open MyCareer.

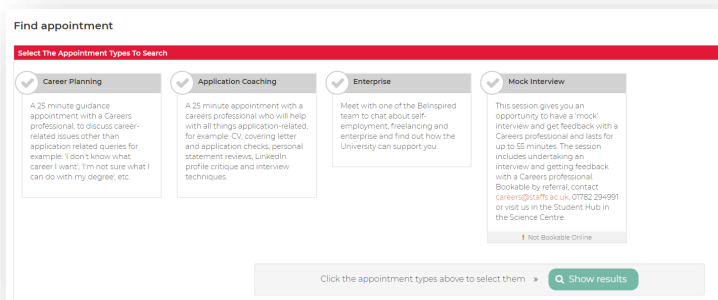


You will see your 'dashboard' with a welcome message, a row of tabs across the top and a selection of 'panes' on the lower part of the screen.

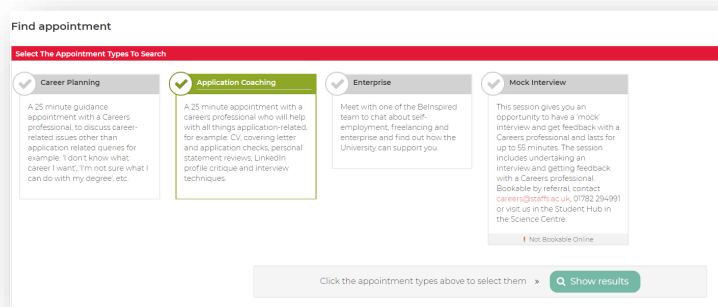
3. To **view appointments**, select the Appointments tab at the top of the page and select 'find appointments.'



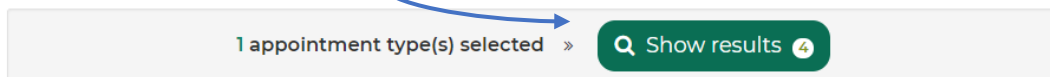
This will take you to a page that describes the different types of appointment.



4. Select the appointment type that you want to book (you can select more than one).



5. Select Show Results



A list of appointments will load

Search Results

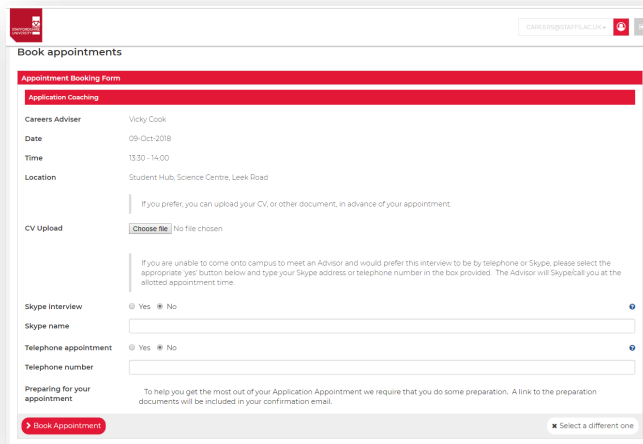
1 Oct 2018 - 1 Nov 2018

Status	Date	Time	Type	Career Adviser	Location	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	8:45 - 9:15	Application Coaching	Sally Grant	Student Hub	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	10:30 - 10:45	Application Coaching	Sally Thompson	Student Hub, Science Centre, Leam Road	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	10:45 - 11:00	Application Coaching	Sally Smith	Student Hub	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	11:00 - 11:15	Application Coaching	Sally Thompson	Student Hub, Science Centre, Leam Road	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	11:15 - 11:30	Application Coaching	Sally Smith	Student Hub	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	12:30 - 12:45	Application Coaching	Sally Thompson	Student Hub, Science Centre, Leam Road	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	12:45 - 13:00	Application Coaching	Sally Thompson	Student Hub	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	14:15 - 14:45	Application Coaching	Olivia Bayliss	Student Hub	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	14:45 - 15:15	Application Coaching	Olivia Bayliss	Student Hub	Book now
<input checked="" type="checkbox"/>	Mon 08 Oct	15:15 - 15:30	Application Coaching	Olivia Bayliss	Student Hub	Book now
<input checked="" type="checkbox"/>	Tue 09 Oct	10:30 - 11:00	Application Coaching	Sally Thompson	Student Hub, Science Centre, Leam Road	Book now
<input checked="" type="checkbox"/>	Tue 09 Oct	11:00 - 11:30	Application Coaching	Sally Thompson	Student Hub, Science Centre, Leam Road	Book now
<input checked="" type="checkbox"/>	Tue 09 Oct	13:30 - 14:00	Application Coaching	Wendy Cook	Student Hub, Science Centre, Leam Road	Book now
<input checked="" type="checkbox"/>	Tue 09 Oct	14:15 - 14:45	Application Coaching	Wendy Cook	Student Hub, Science Centre, Leam Road	Book now
<input checked="" type="checkbox"/>	Tue 09 Oct	14:45 - 15:15	Application Coaching	Wendy Cook	Student Hub, Science Centre, Leam Road	Book now

If you feel you have requested the wrong type of appointment, click the 'amend and search again' button and choose again.

6. Select 'book now' for the appointment time that suits you.

A booking form will load with confirmation details.



Here you can:

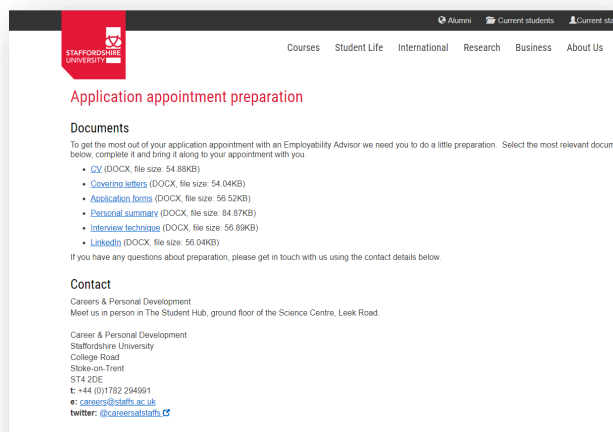
- Upload a document to discuss at the meeting
- Choose either a Skype or telephone interview if you are unable to get in to campus

Complete the relevant information (if applicable)

Click the 'book appointment' button.

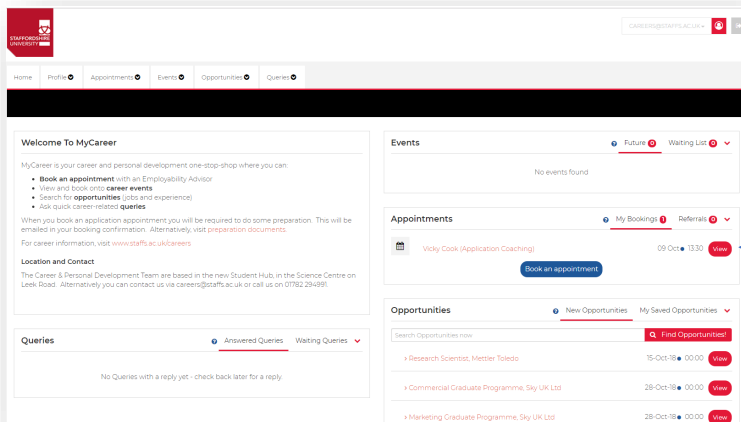
You will receive an email confirmation.

If you have booked an 'application appointment' you will be asked to do some preparation prior to attending the appointment. Details will be in your email. Alternatively, go to www.staffs.ac.uk/mycareer, scroll to 'Preparation for your appointment with an advisor' and select 'Appointment preparation documents'.

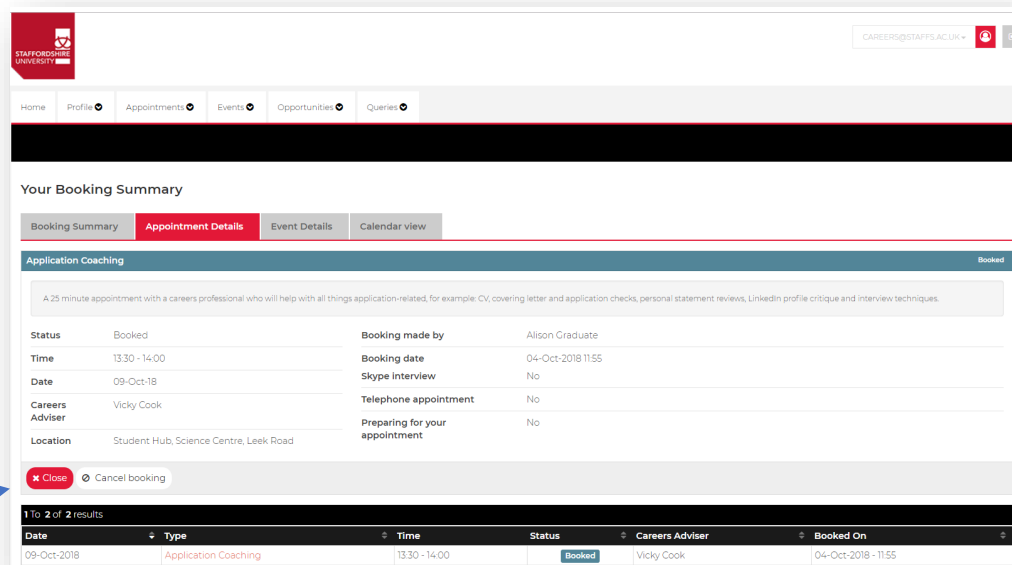


7. When you go back to your MyCareer dashboard you will see your appointment in the Appointments pane.

Cancelling an appointment



1. Open MyCareer – go to www.staffs.ac.uk/mycareer and select the appropriate link.
On your dashboard you will now see your booked appointment in the Appointments pane.
2. Select the 'view' button. The booking summary will open.



3. Select the Cancel Booking button
4. In the Cancel Booking Confirmation window that opens, select a reason for cancelling and select the cancel button.