

CSUSB CAREER CENTER

Instructions For Alumni On How To Schedule An Appointment

STEP 1: Go to mycoyote.csusb.edu to log into your myCoyote account. Click on the "Employment Opportunities" tile, then click on the "Handshake" tile.

Login

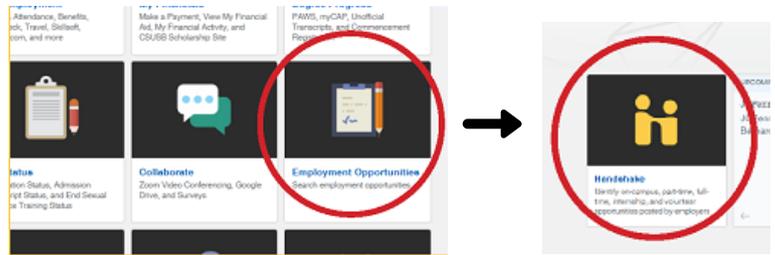
Please sign-in to access your account...

CoyoteID

Password

Login

[Activate Your Account](#)
[Forgot / Change Password](#)



Step 2: From your Handshake dashboard, select the "Career Center" tab (located in the righthand corner).



Step 3: On the "Career Center" page and select the "Appointments" block.

What can we help you find?

Appointments →

Schedule time to meet with experts and build your career

Step 4: On the "Appointments" page, click on the "Schedule A New Appointment" block.

Appointments

[Schedule A New Appointment](#)

Step 5: Click on "Online Appointment" or "Phone Appointment" based on preference.

Choose a Category

Online Appointment

Online appointments will be held using Zoom video conferencing.

Phone Appointment

Please be advised these appointments require a phone number to begin meeting. Please provide the best phone number to reach you at and the Career Advisor will call you at your scheduled appointment day/time.

Step 6: Select an appointment type from the list of options. Appointment options include:

- Assessment Review
- Major or Career Exploration
- Resume/Cover Letter Review
- Job Search
- Internship Search
- Interview Prep
- Graduate School Prep

After you choose an appointment option, you will select a Date & Time. Once you complete the scheduling process, you will receive an email confirmation from Handshake with details about your appointment.

Website: www.csusb.edu/career-center

Email: careercenter@csusb.edu

Phone: (909) 537-5250