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.

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.

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

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

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