How to schedule an appointment with the Career Center through Navigate

Appointment types include:
- Career Advising (General Questions)
- Graduate School Advising
- Internship/Job Search
- Career Assessment Review
- Career Exploration
- Networking / LinkedIn
- Personal Statement Review
- Resume Review
- Major Exploration
- Interview Prep
- Cover Letter Review

Phone, Virtual, and In-Person appointments are available

---

**Step 1**
Log in to your MyCoyote account (through website or app).

![Login to MyCoyote account](image)

**Step 2**
Click on My Academics and then Navigate.

![Navigate to My Academics](image)

**Step 3**
Hit the button "Schedule an appointment".

![Schedule an Appointment](image)

---

**Step 4**
Select "University Success"

**Step 5**
Select the Service you need.

```
+ Service
Career Services
Career Center: Career Assessment Review
Career Center: Career Fair Prep
Career Center: Graduates/Professional School Planning
Career Center: Internship/Job Search
Career Center: Interview Preparation
Career Center: Resume/Cover Letter Review
```

**Step 6**
Select a date and click "Find Available Time".

![Select a date](image)

**Step 7**
Select the advisor, type of meeting, and location.

- Staff
  - Sarah Maldonado
- How would you like to meet?
  - Virtual
- Location
  - Career Center

**Step 8**
Select one time slot.

- Sarah Maldonado
  - Career Center
  - Min: Nov 26th
    - 1:30 PM - 2:00 PM
    - 2:00 PM - 2:30 PM

**Step 9**
Add additional comments if necessary, and click "schedule".

Would you like to share anything else?
- Ex: help with my resume

---

Get in touch with the Career Center!
- Phone: (909) 537-5250
- Email: careercenter@csusb.edu
- Website: https://www.csusb.edu/career-center

CA STATE UNIVERSITY SAN BERNARDINO
Career Center

Palm Desert Student Center
Career Center

Santos Manual Student Union (SMSU) South - Rooms 108 & 112
5500 University Parkway, San Bernardino, CA 92407