CSUSB CAREER CENTER

Instructions For Students On How To Schedule An Appointment

**STEP 1:** Go to [csusb.campus.eab.com/](http://csusb.campus.eab.com/) to log into your myCoyote account and enter the Navigate appointment system automatically.

**OR** Log into your myCoyote account and click on the My Academics tile then the Navigate tile.

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**Step 2:** From your Navigate Student Homepage, click on the "Schedule an Appointment" block (located in right hand corner).

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**Step 3:** On the "Schedule an Appointment" page, select "University Success".

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**Step 4:** Choose one of these appointment options from the drop-down list

- Career Advising (if you are unsure of what you need help with)
- Career Assessment Review
- Career Exploration
- Cover Letter Review
- Graduate/Professional School Advising
- Internship Search
- Interview Prep
- Job Search
- Major Exploration
- Networking/LinkedIn
- Personal Statement
- Resume Review

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**Step 5:** Choose "Career Center" for the location and type the name of the Career Advisor you want to meet with. If you do not have a preference, click on the "Next" button to view all available Career Advisors.

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**Step 6:** Select a Date and Time for your appointment and click on the "Next" button to view and confirm the details of your selection.

Once you complete the scheduling process, you will receive an email confirmation and a reminder 24 hours prior to your appointment.

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**Website:** [www.csusb.edu/career-center](http://www.csusb.edu/career-center)

**Email:** careercenter@csusb.edu

**Phone:** (909) 537-5250