Instructions For Students On How To Schedule An Appointment

STEP 1: Go to 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.

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

Step 3: On the "New Appointment" page, select "University Success".

Step 4: Select one of these appointment options from the "Service" 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

Step 5: Pick a date and find an available time.

Step 6: Select "Career Center" for the location (if prompted). Select "View individual availabilities" or pick a time from the list of available time slots. Once you pick a date and time you will be directed to the "Review Appointment Details and Confirm" page where you can add any comments, select if you want an Email and Text Reminder, and select the Schedule button to confirm.

Website: www.csusb.edu/career-center
Email: careercenter@csusb.edu
Phone: (909) 537-5250