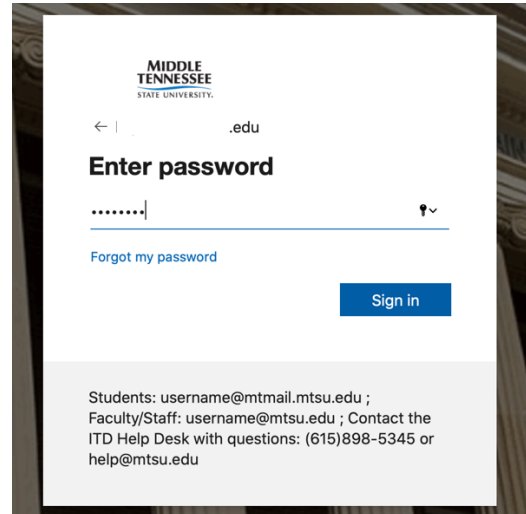
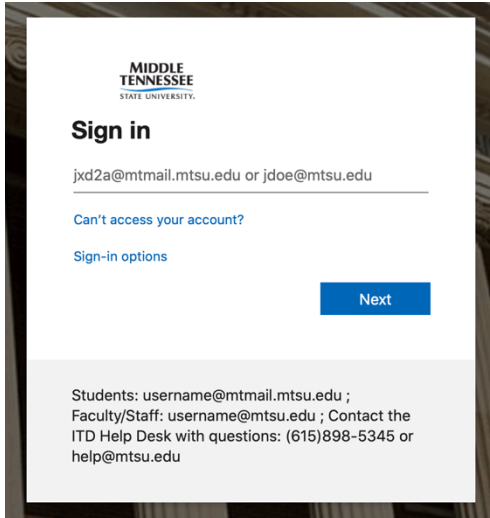
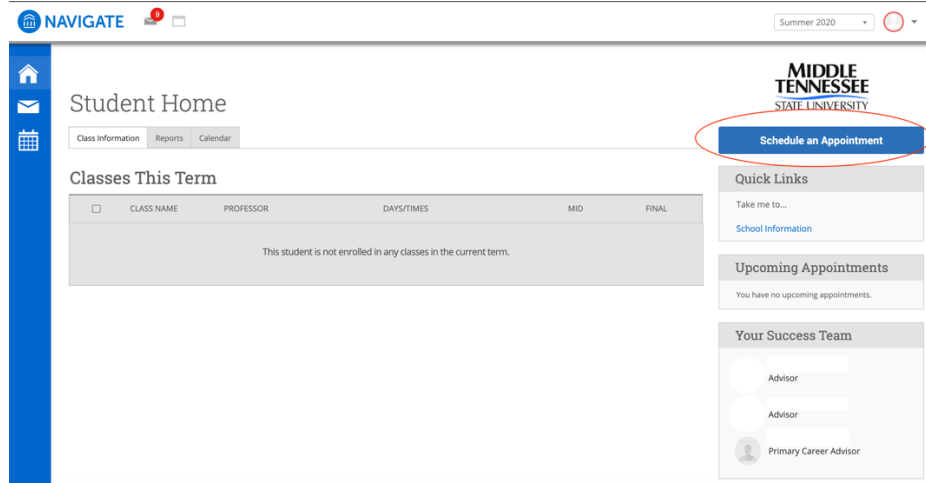


How to Schedule an Appointment with the Career Development Center

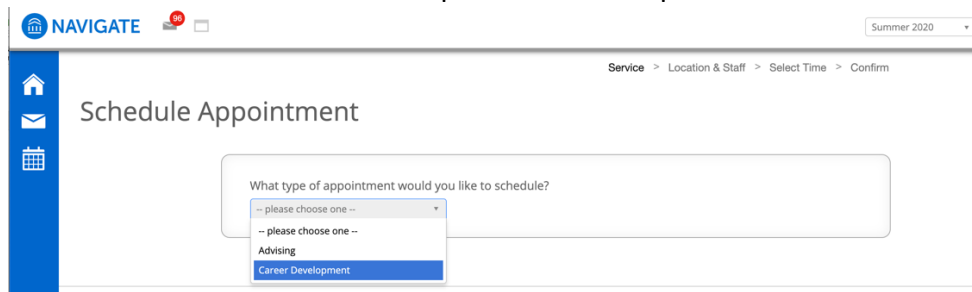
1. Log in to Navigate - <https://mtsu.edu/campus.eab>



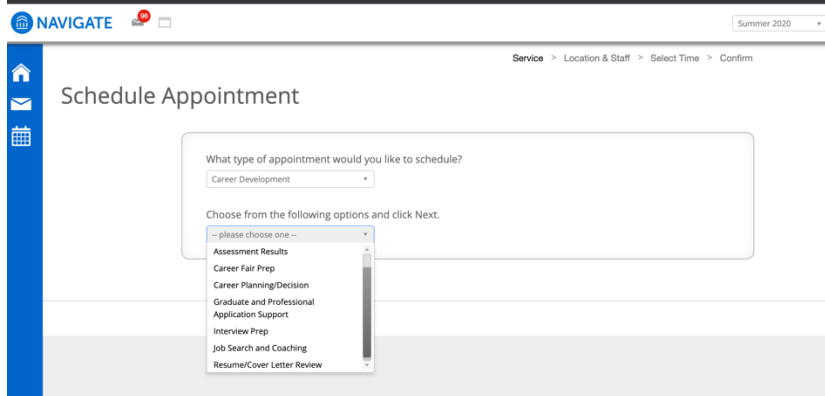
2. Next, click **Schedule Appointment** button on the right side of the page.



3. **Type of Appointment** - Choose Career Development in the dropdown box.



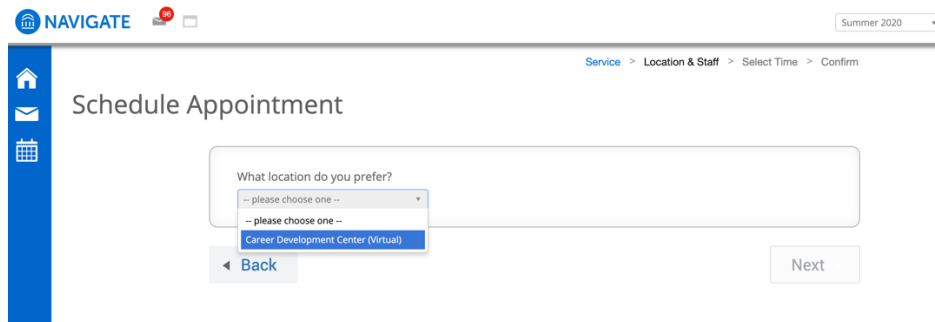
4. **Appointment Service**- Choose the reason for the appointment in the dropdown box.



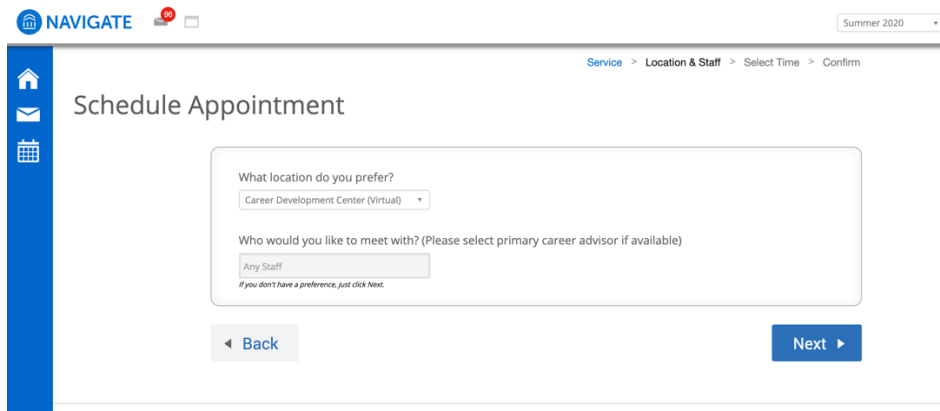
Career Development Appointment Types

- Assessment Results - 60 minutes
- Career Fair Prep - 30 minutes
- Career Planning/Decision Making - 45 minutes
- Grad and Professional School App Support - 45 mins.
- Interview Prep - 45 minutes
- Job Search Coaching - 30 minutes
- Resume/Cover Letter Review - 30 minutes

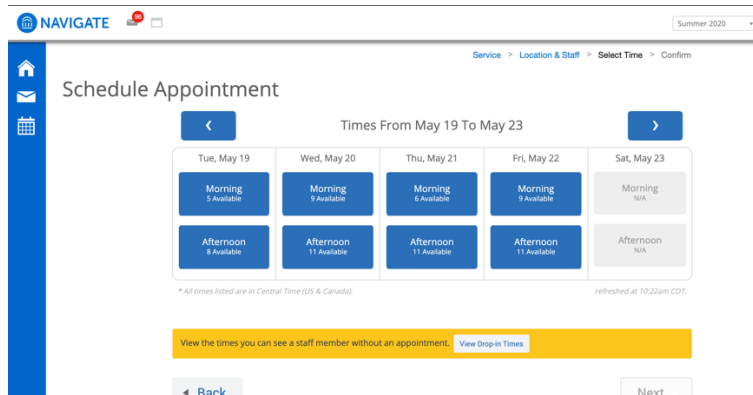
5. **Location**- Choose an online (virtual) or in office (KUC 326) appointment.



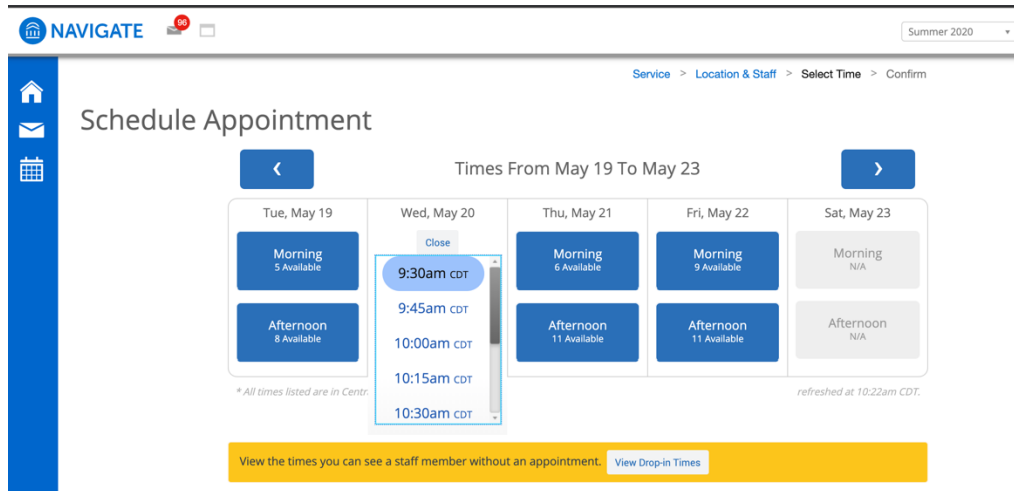
6. **Career Advisor Selection** – Choose your **primary career advisor** first, if your primary career advisor is not available choose secondary career advisor.



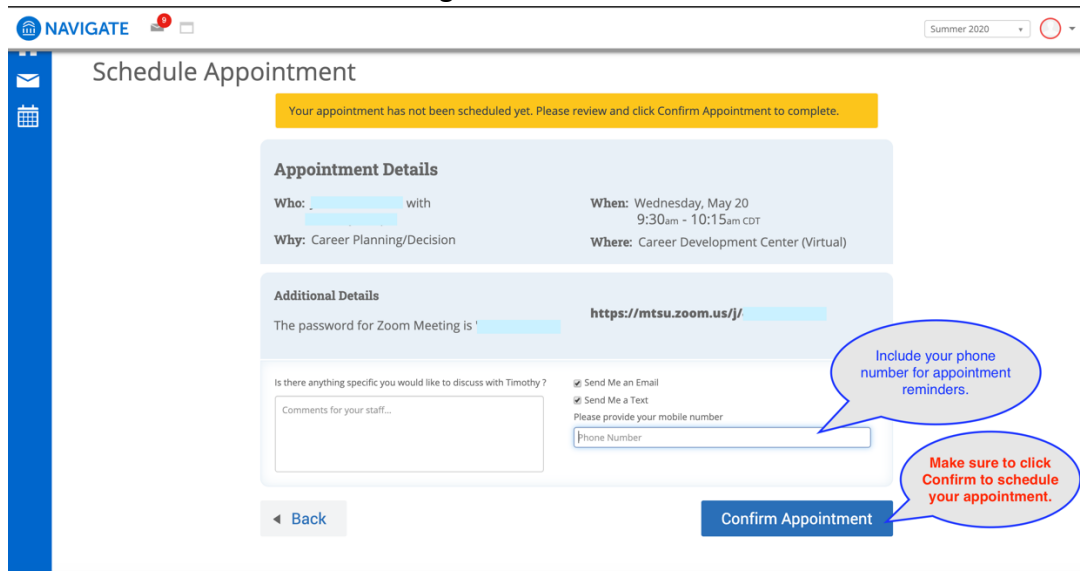
7. **Appointment Date** – Select your desired appointment date and click Next.



8. **Appointment Time** – Select an available time for your appointment.



9. **Schedule Appointment** – Click the **Confirm Appointment** button. Appointments are not scheduled without confirming.



10. If you need further assistance scheduling, email your primary career advisor or contact the Career Development Center.

Hours - 8:00am - 4:30pm
Office - (615) 898-2500
Email - career@mtsu.edu