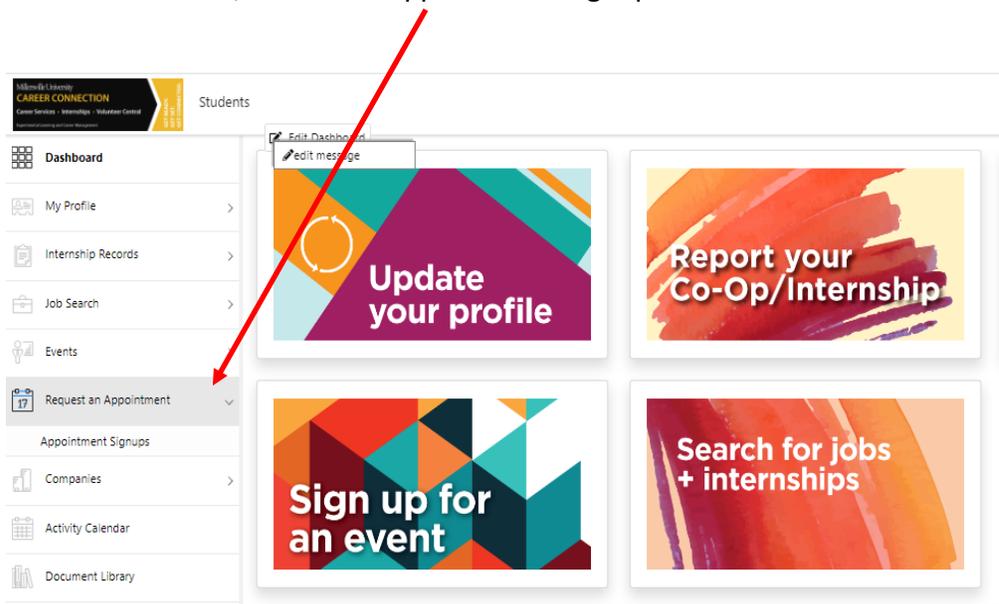
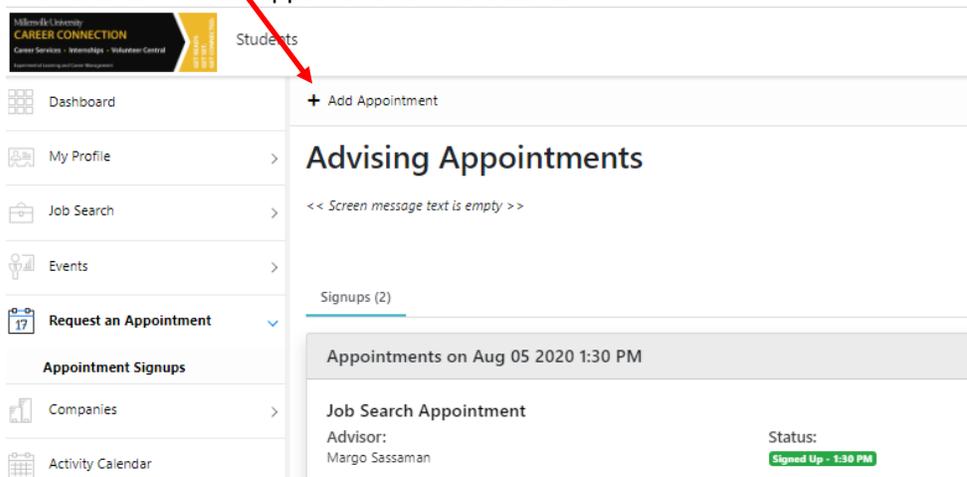


HOW TO SCHEDULE AN APPOINTMENT WITH EXPERIENTIAL LEARNING & CAREER MANAGEMENT

- Log into Career Connection with your Millersville Credentials: [Student Log in](#)
- If this is the first time you are accessing Career Connection, you will need to update your profile, which only takes about 10 minutes.
- Once on your main page, which is your “Dashboard”, click on “Request an Appointment” on the left-hand side, and then “Appointment Signups”



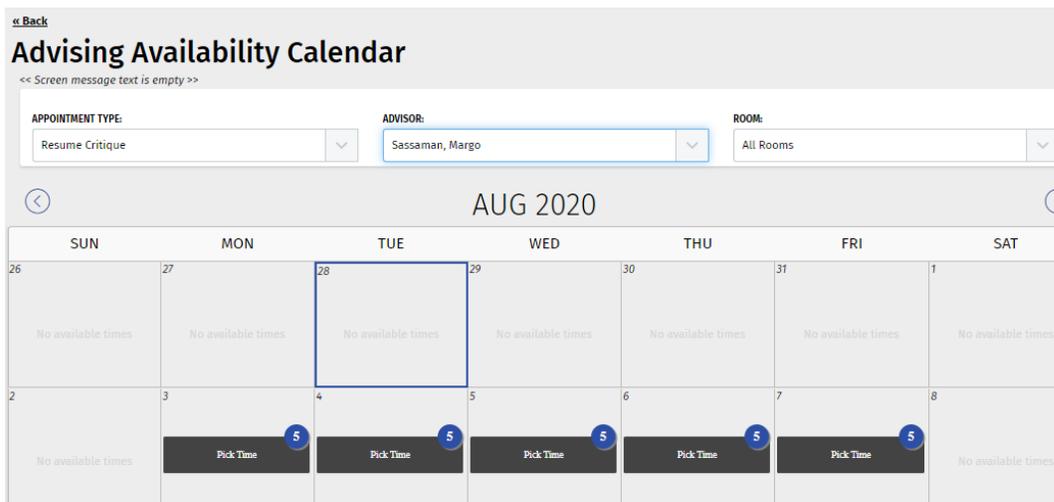
- Then click on “+ Add Appointment” in the center.



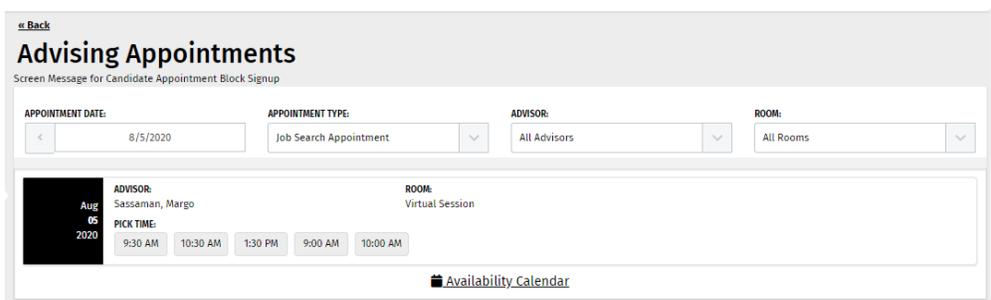
- You will then select “Appointment Type” from the drop-down list and then “Find Available Appointments”:

 - ✓ Career Document Assistance
 - ✓ Making Career Decisions
 - ✓ Internships
 - ✓ Full and Part-Time Jobs
 - ✓ Interviewing
 - ✓ Graduate School
 - ✓ Mentorship

- The next screen will give you a calendar view, where you will select the date and time.



- The next screen will give you a list of the staff members and the times that are available. You will select the time and then be asked to select an “Appointment Topic” which is more detailed, such as Career Document Assistant – Resume.



- You will receive a confirmation email with a zoom link to your student email

To cancel your appointment, please email careers@millersville.edu.

Any questions or issues with scheduling appointments, please call (717) 871-7655 or email careers@millersville.edu.