

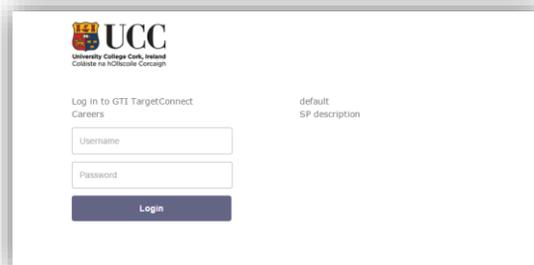
Step by Step Guide to using Careers Connect

Step 1 Login to Careers Connect via our website www.ucc.ie/careers - Select “**Book an Appointment**”

- login under Student login.

Step 2 Enter your details:

- Enter your UCC Student ID number and usual password.



Step 3 Update your Profile via ‘My Profile’ tab:

- Enter your mobile number – this is important if we needed to contact you
- Registered students - update your profile with your UCC email
- Graduate students update your profile with a regularly used e-mail address
- Select the career areas that interest you

Step 4 Welcome to ‘Careers Connect’. With Careers Connect you can:

- Book a 30 minute appointment with a UCC Careers Advisor
- View graduate job vacancies, internships, graduate programmes and work experience

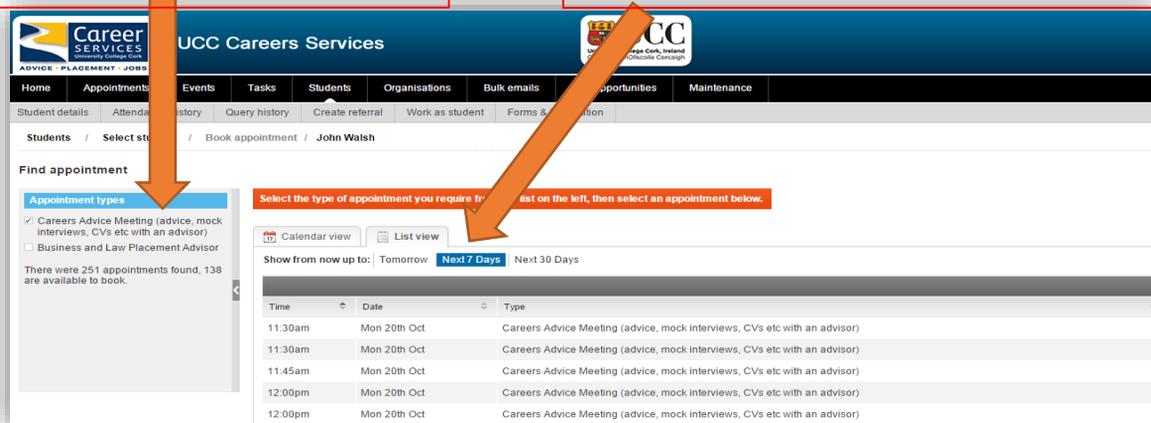
Making an Appointment – Instructions

1. Click on ‘Appointments’ drop down menu - Click on ‘Search & Book’
2. Click on the type of appointment: Careers Advice Meeting (this covers CVs, Interviews, general advice, postgraduate options, summer work – basically anything you want to discuss re: careers)
3. Click Calendar view/ or List view, the available appointments will appear on the right hand side.
(Tip : Sometimes List View is easier to read)
4. Click on a time that is free to book an appointment – you can book up to one week in advance.

You will get a confirmation email to confirm your booking, time and date, and name of advisor.

Ensure you have the box ticked for “careers advice”

List View is the easier way to read the time slots!



UCC Careers Services

Home Appointments Events Tasks Students Organisations Bulk emails Opportunities Maintenance

Student details Attendance history Query history Create referral Work as student Forms & Application

Students / Select student / Book appointment / John Walsh

Find appointment

Appointment types

- Careers Advice Meeting (advice, mock interviews, CVs etc with an advisor)
- Business and Law Placement Advisor

There were 251 appointments found, 138 are available to book.

Select the type of appointment you require from the list on the left, then select an appointment below.

Calendar view List view

Show from now up to: Tomorrow **Next 7 Days** Next 30 Days

Time	Date	Type
11:30am	Mon 20th Oct	Careers Advice Meeting (advice, mock interviews, CVs etc with an advisor)
11:30am	Mon 20th Oct	Careers Advice Meeting (advice, mock interviews, CVs etc with an advisor)
11:45am	Mon 20th Oct	Careers Advice Meeting (advice, mock interviews, CVs etc with an advisor)
12:00pm	Mon 20th Oct	Careers Advice Meeting (advice, mock interviews, CVs etc with an advisor)
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