

SCHEDULE

AN

APPOINTMENT



COLLEGE OF BUSINESS

Business Career Center

THROUGH

MyPLAN

1

navigate to *my.unl.edu*

2

select

 MyPlan

Find and schedule appointments with your advisors and academic coaches.

3

click the  hamburger menu in the blue bar

4

select



My Success Network

5

in the search bar, type *Business Career Center* and select the option that says *Careers - Business Career Center*

6

TWO OPTIONS:

if you're looking for a *specific time* to meet with *any Career Coach*

click on the

SCHEDULE APPOINTMENT

button located under the listed hours

if you're looking to meet with a *specific Career Coach* during *their availability*

click on the name of the Career Coach you would like to meet under the Team Members section

7

select the topic and time that works for you

appointments are automatically set for 30 minutes- if you would like to meet for longer, before hitting **CONFIRM** you can click **Change duration** under **Date and Time** to set your appointment for an hour

8

enter what you would like to discuss so your Career Coach is prepared to help you

If you want, tell us a little bit about what's going on so we can help

9

click the **CONFIRM** button and keep an eye on your *@huskers.unl.edu* email for a confirmation