

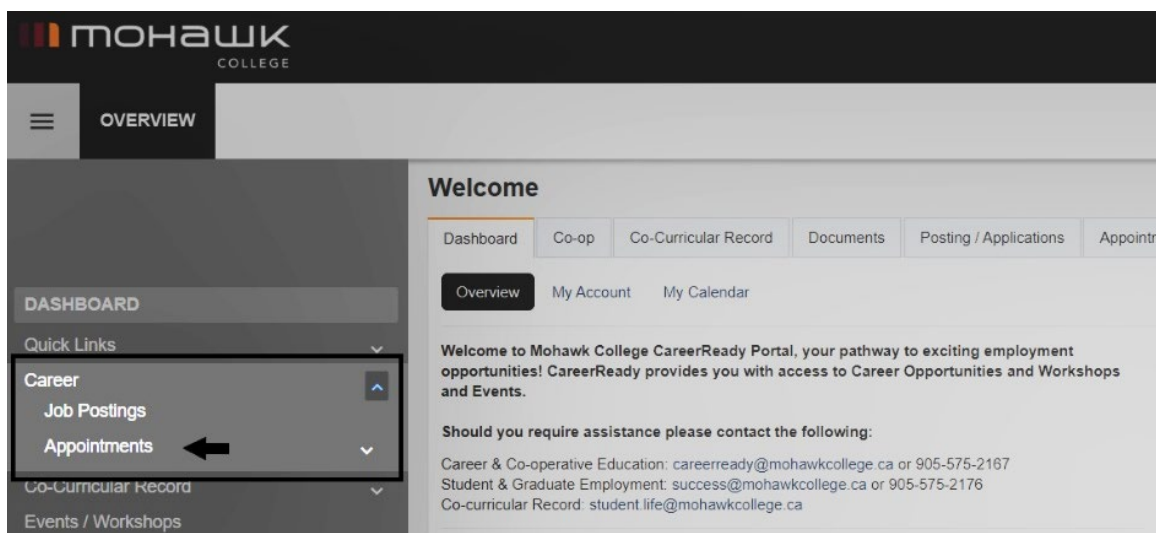
Booking a Career Appointment in CareerReady

Follow these steps to book an appointment to meet with one of our Coaches/Advisors:

1. Log on to the Career Ready portal through the student log-in:
<http://careerready.mohawkcollege.ca>

After you reach the main page:

2. On the left-hand side of the screen, you will see the menu option "Career."
3. Click the small arrow to the right of "Career" to open the sub-menu.
4. Click on "Appointments."



5. In the main window, click the blue button "Book by Appointment Type."

Please select a booking option:

Book by Appointment Type

6. This will take you to a list of appointment types, sorted by in-person and virtual delivery methods. To view available appointments, click the blue button "Book" under the appointment type and delivery method you are interested in.

Choose Type

1. In-Person at Fennell Campus, Room F114, Resume/Cover Letter Review

Book

7. A list of dates will appear under the "Next Available Appointments" header on the right side of the screen. Select the date you would like to book an appointment.

Next Available Appointments

Type: 1. In-Person at Fennell Campus, Room F114, Resume/Cover Letter Review

Wednesday, May 11, 2022

8. A list of available appointment times for that day will pop up on the right side of the screen.

Next Available Appointments

Type: 1. In-Person at Fennell Campus, Room F114, Resume/Cover Letter Review

Select a time

May 11, 2022 10:00 AM to 11:00 AM

Provider: Ruth Yirgalem
Appointment Mode(s) In-person (F114 @ Fennell)
[See 'Appointment Mode'](#)

9. Select your desired appointment time and provider (Career Coach/Advisor) by clicking on the bold blue text for that day and time.
10. On the next screen, confirm your information and book that appointment.

Once you have booked your appointment:

11. You will receive a confirmation email. Confirm whether your appointment is in-person or virtual via Zoom.
 - For in-person, meet at the Fennell campus in room F114.
 - For virtual appointments, the Coach/Advisor will send you another email with a Zoom link prior to your appointment. If you prefer a phone appointment, specify in the appointment notes and provide your phone number.