ACT to Employ
Guide to Book Appointments.

1. Sign into ‘Carleton Central’ with your MC1 username and password.

User Login

Please enter your MyCarletonOne ID and your Password. When finished, select Login.

MyCarletonOne Username: 
MyCarletonOne Password: 

Login Click here if you have forgotten your MC1 Username or Password

2. Under Student Support Services, access the ‘mySuccess Portal’ and click ‘Continue’.

Student Support Services

- mySuccess Portal (Student Jobs, Events, Co-Curricular Record (CCR), Volunteer Bureau)
- myPNC (Paul Menton Centre for Students with Disabilities)
- mySprott (Sprott Careers and Events)
- E-Thesis (Submit your thesis electronically)

3. From the MyCareer menu, click ‘ACT to Employ’ on the left side navigation menu.
4. On the left side menu, under **ACT to Employ**, click **ACT Appointments**.

5. Select an available timeslot that works for you.
6. Select the **Appointment Type** from the drop-down menu, enter your **Local Phone Number** for additional information, and then type your **reason for the appointment**.

When you’re done, click **Book Appointment**.
7. You will be sent to a screen providing the booking details of the appointment.

![Booking Details](image)

- If you have any additional questions, or you need to cancel the appointment, contact ACT to Employ services:
  - Phone #: 613-520-2600 x5090
  - Email:
    - ACTtoEmploy@cunet.carleton.ca
    - Or directly email the person you’re meeting with (email displayed under the name).