

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)**
- **myPMC (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.

Carleton UNIVERSITY

Dashboard

Employer Poll

Workshops / Events

Career Services

Co-op Program

ACT to Employ

Co-Curricular Record

Centre for Student Academic Support

Science Student Success Centre

On-Campus Jobs

Volunteer Jobs

Logout

Welcome [Name]

Upload a Document Create Application Package Search Postings Book an Appointment Register for an Event Submit A Form

Dashboard Co-op Co-Curricular Record Documents Posting / Applications Interviews Appointments Event Registration

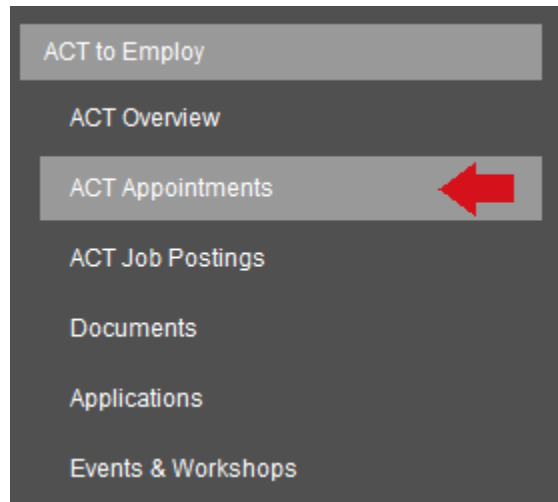
Overview My Account My Messages My Forms My Calendar

Beware of Job Scams! Learn more to protect yourself from fraudulent job postings

View Career Jobs View On-Campus Jobs Centre for Student Academic Support Workshops Your Co-curricular Record

Register for Career & Co-op Search Volunteer Jobs Science Student Success View Online Career

4. On the left side menu, under **ACT to Employ**, click **ACT Appointments**.



5. Select an available timeslot that works for you.

ACT Appointments: Next Available Appointments

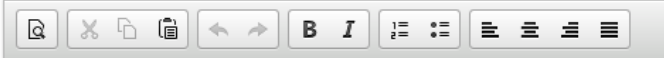
July 24, 2019		
Time	Location	
09:00 AM to 10:00 AM		Book Appointment
10:15 AM to 11:15 AM		Book Appointment
01:30 PM to 02:30 PM		Book Appointment

July 25, 2019		
Time	Location	
09:00 AM to 10:00 AM		Book Appointment
10:15 AM to 11:15 AM		Book Appointment

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**.

Book Appointment

APPOINTMENT DETAILS	
Provider:	Jenna Lambert
Location:	4328 Mackenzie Building
Date:	July 24, 2019
APPOINTMENT TYPE	
Type:	--Select--
ADDITIONAL INFORMATION	
Local Phone #:	<input type="text"/>
Reason for appointment	<div> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div></div>

7. You will be sent to a screen providing the booking details of the appointment.

July 24, 2019 09:00 AM to 10:00 AM

ACT Appointments

BOOKING DETAILS

Provider:	Jenna Lambert
Status:	Booked
Date:	July 24, 2019
Time:	09:00 AM to 10:00 AM
Type:	In Person Appointment (411 Tory Building)
Location:	4328 Mackenzie Building

- 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).

Your Upcoming Schedule

Wednesday, July 24, 2019

Time	Type	Name	Status	Conflicts	
09:00 AM to 10:00 AM	Appointment	Appointment with Jenna Lambert (jennalambert@cunet.carleton.ca)	Booked	0	View