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.
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.

- 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).