Access the System:

1. Log into myWalden portal using your Walden Username and Password
2. Select the Menu on the left-hand side:

3. Select Schedule an Appointment from the Help and Support drop-down:
4. Select **Career Services Appointment**: 

![Appointment Scheduling System](image)

5. Carefully read the instructions on the right-hand side of the page. Remember that all appointments are in the **Eastern Time Zone**. Refer to the following website for time zone conversions: [http://www.thetimenow.com/time-converter.php](http://www.thetimenow.com/time-converter.php)
6. Click on the **Make Appointment** button, select the Reason, and press **Continue**:

![Appointment Reason Selection](image)

*All times and appointments are in the Eastern Time Zone.*

- Career Options for Degree
- Interview Strategies
- Networking/Branding
- Resume/CV/Cover Letter

7. Search for available Career Advising appointments:
   
   **Note:** *We recommend the selections below to ensure all available appointments appear in your search.*
8. Select your appointment **Date, Time, and Career Advisor**:

9. Include a **phone number** where you can be reached for your appointment, along with your **Walden email address**. You will receive an email notification of your appointment. After you’ve inputted your information, press **Continue**:
Upload your document (Optional):

1. Click on the **Go Back** button, then click on **View or Cancel Appointments**:

You have scheduled an advising appointment with:

Dina Bergren on Friday, July 26, 2013 at 11:00 AM

If you’d like to upload your resume or other career-related document, please click on “Go Back” and then on “View or Cancel Appointments.”
2. Click on the **Click Here to Upload File** link and upload your document:

![Current Appointments](image)

**Cancel an Appointment:**
To cancel your appointment, press the **Go Back** button to get back to the main menu, and then click on **View or Cancel Appointments**. Select the blue button under **Cancel**.

![Current Appointments](image)

**Scheduling System Support:**
Please contact the Student Support Team for assistance:

- Click on the “Support” tab through the [myWalden](#) university portal
- Call 1-800-WALDENU (1-800-925-3368)
- E-mail support@waldenu.edu