

AMICA CENTER FOR CAREER EDUCATION Explore • Connect • Discover

Scheduling a Coaching Appointment

 Login to BCC: Visit the Bryant University <u>Amica Center for Career Education website</u> and click the "BCC Login" button located on the tabs bar; log on using My Bryant Portal Quick Launch Menu. Log into BCC with your myBryant portal username and password.

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<u>A</u> Profile			And Sold Party	
Documents	Welcom	e to BCC! Search for Ir Upload your résumé. Add to your profile		
🖶 Events		Opload your resume. Add to your profile	. Find opportunities:	
a [₽] Interviews		Explore!		
^ტ ტ Coaching Appt	the come that a she was			
R Find Peer Mentors	As The all a start of the			
Employers				
O Resources				
Resources Coaching & Calendar Agenda Coaching Appt	Corporation	e Internship, Summer 2020 a		
Calendar Agenda		e Internship, Summer 2020 a	at IGT (formally) GTECH Retna, Inc. Hartford, Connecticut UnL.	Camb Waltha
Calendar Agenda Coaching Appt	Corporation Citizens Bank	Citizens Bank	Aetna, Inc.	

2. From the BCC Home Page, navigate to the Sidebar on the left-hand side of the page. Click the "Coaching & Calendar" button. A drop-down menu will appear.

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⇔ Home		se indicate the platform and your username in the appointment Notes section. If there are no
🖨 Jobs & Internships	appointment times that suit your time zone, plea	ise email vmansour@bryant.edu to schedule.
<u>Ω</u> Profile		
Documents	Agenda Day View Week View Month View	Year View Personal Events Coaching Appointments
🛱 Events		
ළ Interviews	Request New Appointment	
ත්ර Coaching Appt	Requested Appointments	Approved Appointments
R Find Peer Mentors		
Employers		
Q Resources		
Coaching & Calendar		
My Account		
	No Records Found	No Records Found

3. From the drop-down menu, click "Coaching Appt."

Documents (REQUIRED) Select Appointment Type Career Coaching (30 min) Gareer Coaching (30 min)	ts930 am
Documents (REQUIRED) Select Appointment Type E Events Career Coaching (30 min)	
Events Career Coaching (30 min)	9:30 am
30 mins	9:30 am
30 mins	
2 Interviews	
Ag Coaching Appt Date Range	
A Find Peer Mentors 2020-03-13 Select to Wednesday, Mar 18, 2020 ~	
Employers 2020-04-03 Select Liam Hillery	2:30 pm
Q Resources 30 mins	
Coaching & Time Range - You may skip and select time on next	3:00 pm
Calendar Screen 30 mins	
My Account V Liam Hillery	3:30 pm
Clear 30 mins	
to	
✓ ✓ ✓ Friday, Mar 20, 2020 ✓	
Clear Liam Hillery	11:00 am
Coach	
Amy Ames	11:30 am
Liam Hillery 30 mins	
Veronica Mansour	
Days of the Week Monday, Mar 23, 2020 V	
Mon Tue Wed Thu Fri Llam Hillery	10:00 am
30 mins	
Refine Results Back	10.00
Results will appear once you select Refine Results	10:30 am

4. From the Coaching Appt page, navigate to the bottom-left-hand side of the page. Click the "Request New Appointment" button.

⊋ Home	Confirm Appointment ×	
🖯 Jobs & Internships		
Ω. Profile	Agen * Indicates a required field	
	Counselor *	
	(REC Liam Hillery	
Events	Ca Date +	9:30 am
P Interviews	Mar 18, 2020	
S Coaching Appt	Date	
Find Peer Mentors	Time * 2:30 PM	
	2.30 PM	
[] Employers	7 Туре	
Resources	Career Coaching (30 min)	
Coaching &	Time Notes to Coach	3.00 pm
Calendar	Scree For Mock Interviews, please bring a copy of your resume and let us know (1) What type	
B My Account	of job you are applying for and (2) The name of the company or organization you'd like	
	us to simulate in the mock interview.	3:30 pm
	c I would like to review my résumé and learn how to look for internships.	
	to	
	I would like to conduct my coaching appointment via Zoom.	
		11:00 am
	IMPORTANT: Please identify preference of	11.00 am
	Coat	
		11:30 am
	80	
	Attachment	
	Days Add Item	
		10:00 am
	Re Cancel Submit Request	
	Liam Hillery	10:30 am
	30 mins	

- 5. Complete the "Request New Appointment" form. Notes about the form:
 - a. You may bypass the "Time Range" filter tool.
 - b. You may refine your availability search by a specific Career Coach. Note: This may limit the number of available appointment time slots.
- 6. Once you have refined your search, select the appropriate appointment and complete the "Confirm Appointment" form. IMPORTANT: In the "Notes" section of the form, **please specify whether you would like to conduct your appointment via telephone or Zoom**. If you elect to conduct your appointment over the phone,

please include the best number to reach you at. If you select Zoom, your Career Coach will contact you with a meeting link.

7. Submit your request.