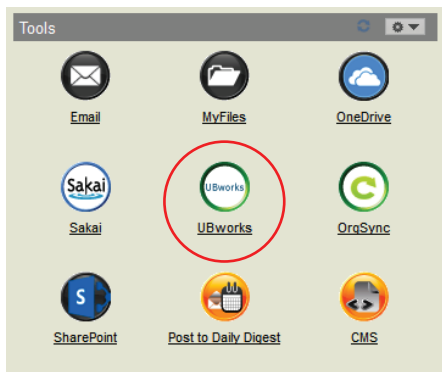
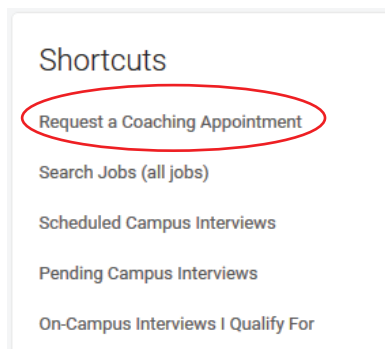


How to Schedule an Appointment on UBworks

1. Sign-in to myUB. On the right side of the screen, select UBWorks.



2. On the right side of the UBWorks homepage (under Shortcuts), select "Request a Coaching Appointment."



3. If UBWorks takes you to your profile, fill out the information and select "Save and Continue" to go through the required pages. Only lines with red stars are required. Once you submit all required fields and you start to see the same pages asking for information, select "Home" and repeat Step 2.

A screenshot of the 'My Account' page. The page has tabs for Personal, Academic, Privacy, Experiential Learning, Password, and Activity Summary. The 'Privacy' tab is selected. There are three buttons: 'Save Changes', 'Save Changes And Continue' (circled in red), and 'Cancel'. Below the buttons, there are sections for 'Receive Email Notifications', 'Receive Email Alerts for New and Trending Jobs', and 'Include in Resume Books'. The 'Save Changes And Continue' button is circled in red.

4. You will see this page. This is where you will make your appointment online. Select the type of appointment you want, set a date and time range, and select your career coach.

Hit "Check Availability" to see available appointments. Select your coach's name with the day/time you want, confirm your appointment type and submit your request. If you are not seeing any available appointment times, try extending the date range fields to broaden your search.

You will receive an email that your appointment is pending, and you will receive another when your coach confirms your appointment.

A screenshot of the appointment scheduling form. It includes a dropdown for 'Type of Appointment', a 'Date Range' section with '2018-10-11' and '2018-11-01' and 'Select' buttons, and a 'Time Range' section with '09:00 am' and '07:00 pm' and 'Clear' buttons.

Thank you for submitting a request to meet with a career specialist. We look forward to meeting you soon!

