

# How to Schedule a Career Center Appointment

We have a new appointment scheduling system. It allows you to make an appointment at a time that is convenient for you through your [my.chemeketa.edu](http://my.chemeketa.edu) account.

## Navigate by:

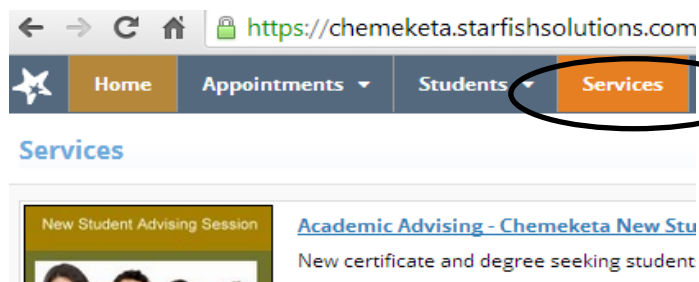
- Signing into your MyChemeketa account
- Click on the "services" tab once logged in
- Then click on the "Careers" sublink



Click on the "ChemekNET" button on the right.



Click the "Services" tab on the top left of the page.



Scroll to find "Career Center –Salem" – Click Schedule Online

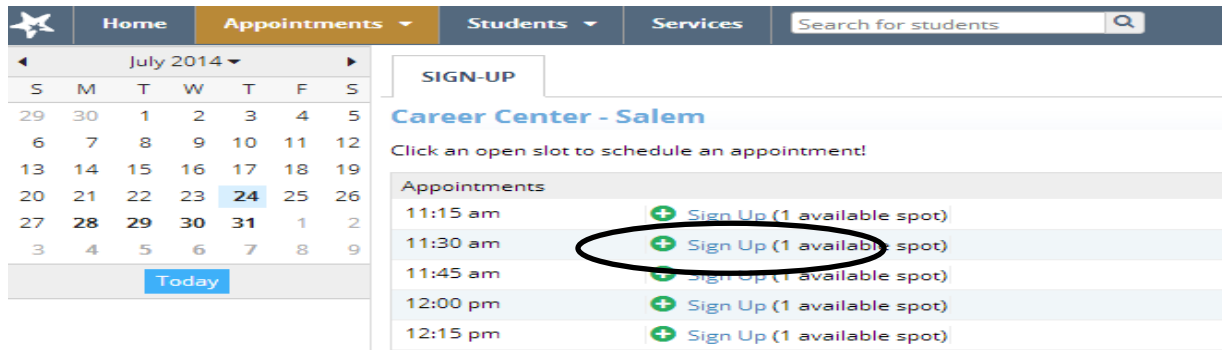
A screenshot of the 'Career Center - Salem' page. The 'Career Center - Salem' link and the 'Schedule Online' button are circled in orange. The page includes contact information for the Salem location.

<b>Salem</b>	<a href="#">Career Center - Salem</a>
	One stop shop for resume and cover letter assistance, job search strategies, interview tech
	<a href="#">Schedule Online</a>
<b>Phone</b>	503.399.5026
<b>Email</b>	<a href="mailto:careercenter@chemeketa.edu">careercenter@chemeketa.edu</a>
<b>Hours</b>	Monday - Friday, 8 am - 5 pm
<b>Location</b>	Chemeketa Salem, Building 2, Room 115
<b>Website</b>	<a href="http://www.chemeketa.edu/earncertdegree/advising/careercenter/">http://www.chemeketa.edu/earncertdegree/advising/careercenter/</a>

All appointments are one on one.

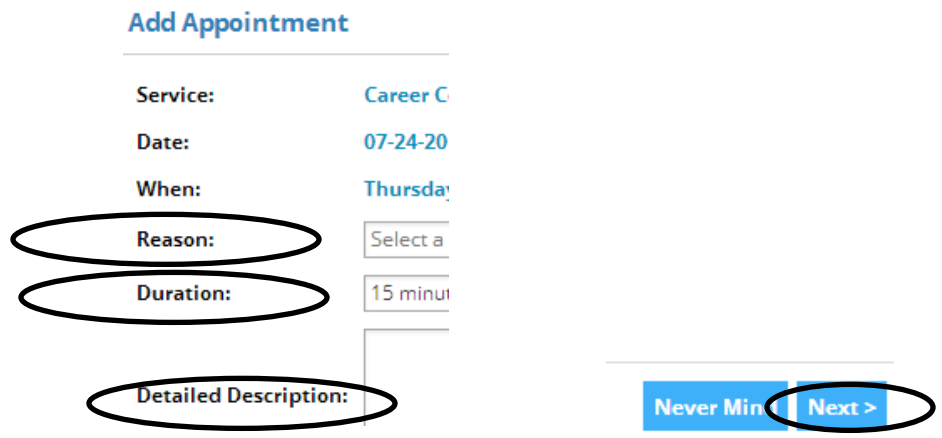
Use the calendar on the left top margin to find a date and time that is available. Available dates are in **bold**

Click the **green (+)** plus select the appointment time you would like.

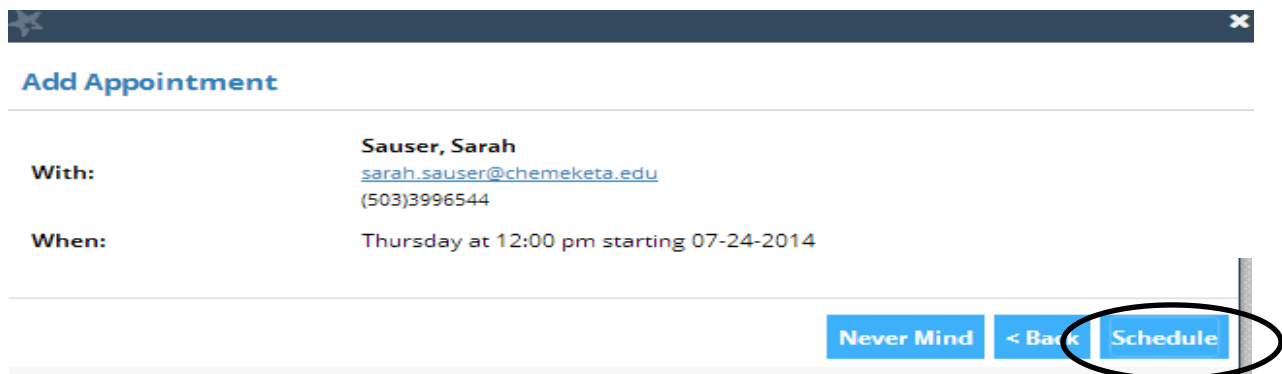


Select:

- A reason
- Duration (length of time)
- Description (Optional)
- click next.



To finalize your appointment click “schedule”



**An e-mail will be sent to your MyChemeketa e-mail confirming the appointment.  
Try again if you do not receive an e-mail.**