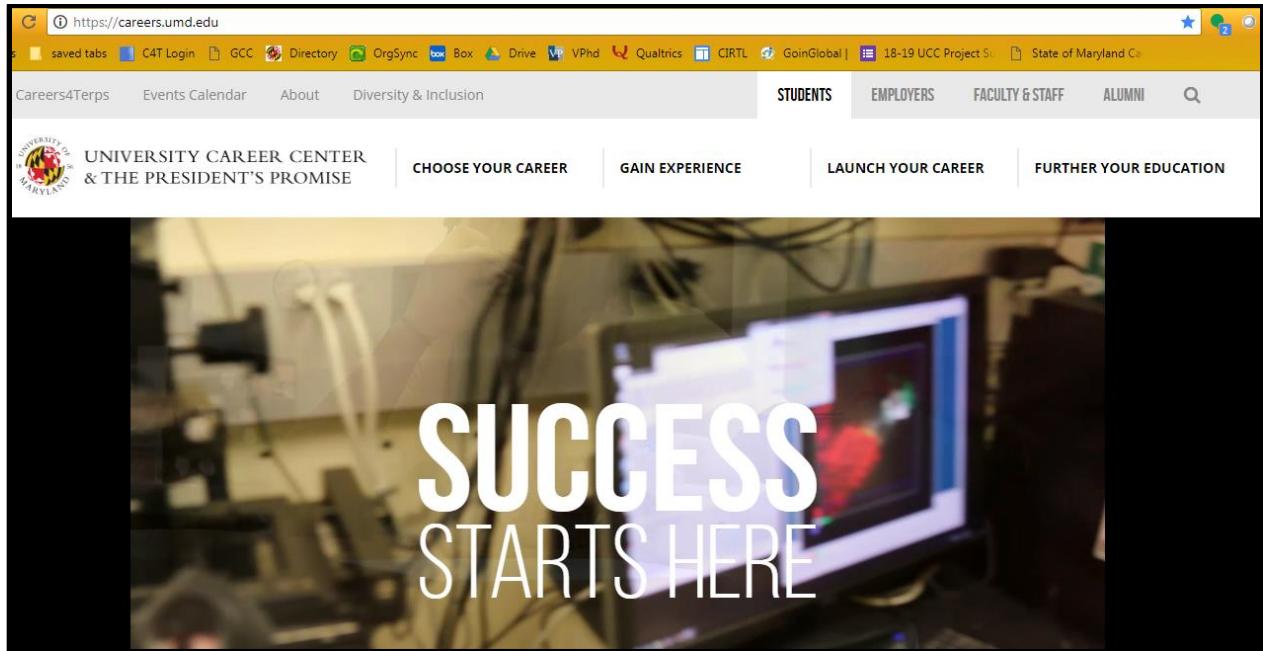
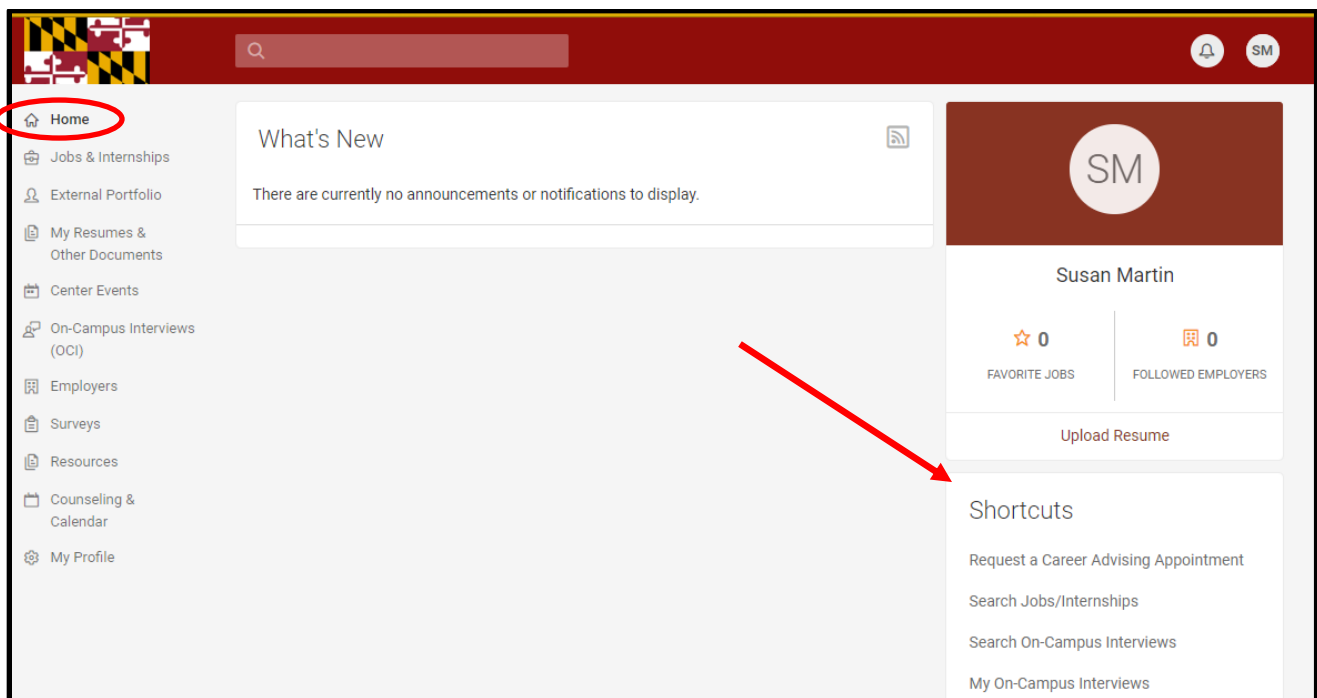


Scheduling a Career Advising Appointment in your Careers4Terps (C4T) Account for PhDs and Postdocs

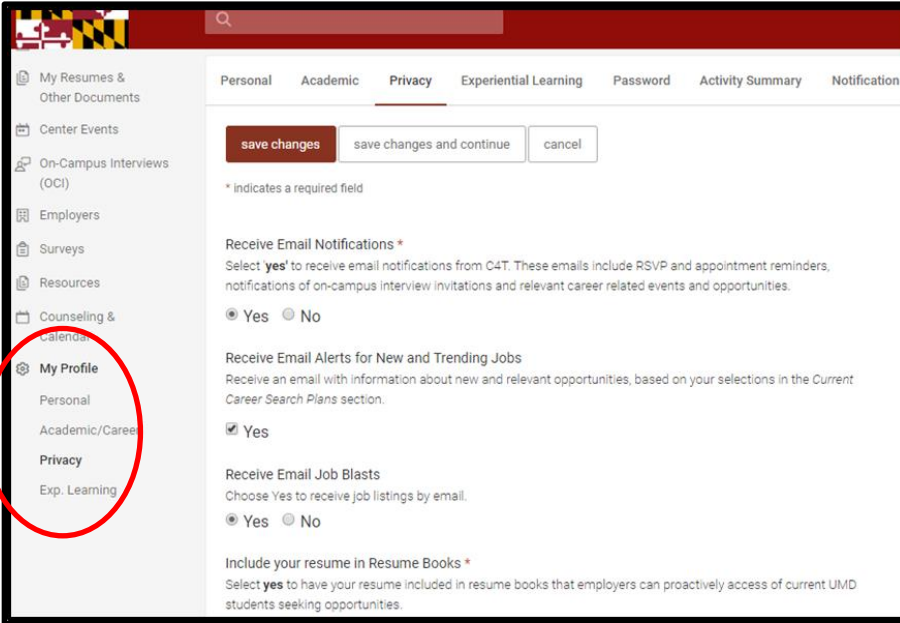
1. Go to the website of The University Career Center & The President's Promise, careers.umd.edu. Click on the Careers4Terps link in the upper left corner of the homepage. Once on the C4T page, select "Students". The CAS Authentication screen will open and you will need to log in with your UMD credentials.



2. After you log in and verify with the dual authentication, you will see your C4T homepage.

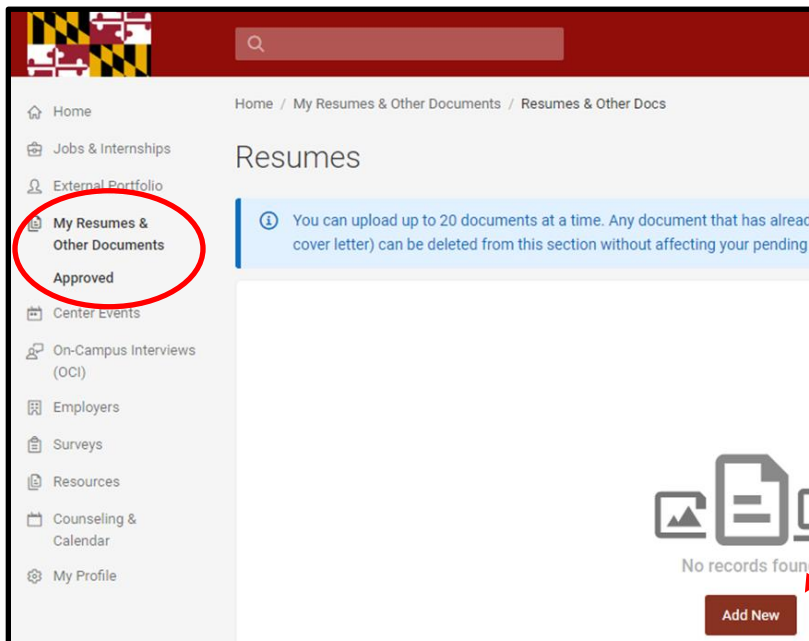


Notice the navigation toolbar on the left and click through the links to familiarize yourself with what is in C4T. Use the home link to return to this main screen at any time. Notice the shortcut links on the right hand side.



3. The first time you log in you will need to complete your Profile. You should update the settings in your profile annually. Be sure that you have your notifications turned on so that you receive confirmations and email reminders about scheduled appointments and events that you have registered for. Your profile settings influence the types of announcements and notifications that appear on your home page in 4T. The settings also impact the types of job posting notifications you receive from the system.

4. Upload your current resume and/or CV. This will allow Dr. Martin to review your resume in preparation for any scheduled appointments. Your resume is not shared with an employer unless you are applying for a specific job—and then you attach it to the application in C4T.

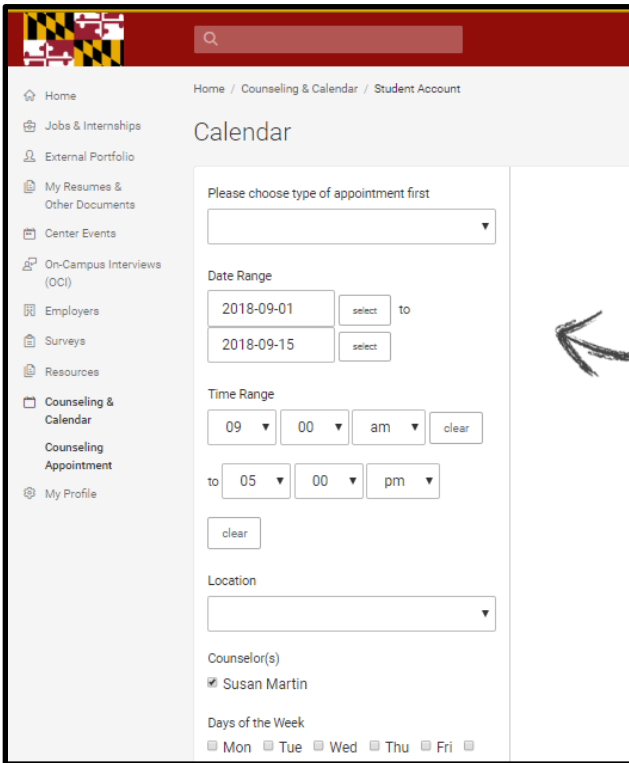


To upload your resume, click on My Resumes & Other Documents. Then click on Approved when it appears as a dropdown.

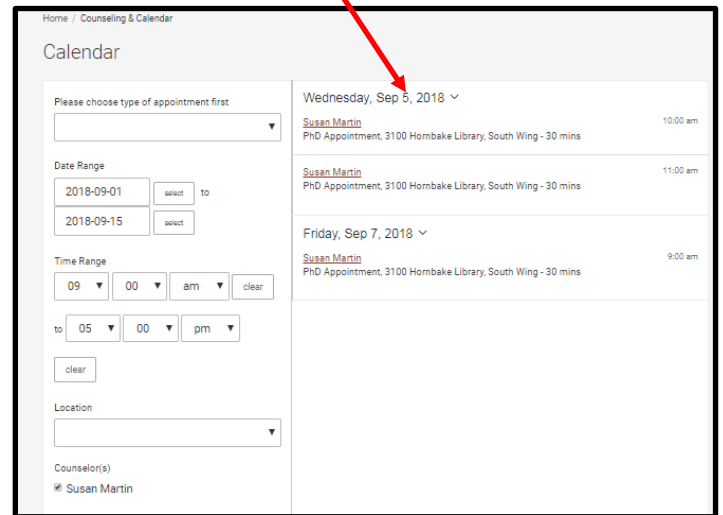
Click on the red Add New button to add each document- up to 20. You should upload resumes, CVs and cover letters that you want reviewed in your appointment at least 24 hours before the scheduled time.

5. To Schedule an appointment, start from your C4T home page. Click on the Request an Advising Appointment Short Cut on the right hand of the screen. There are numerous fields on the screen that pops up. ONLY fill in the Counselor box and choose Susan Martin. Do not fill in all of the other fields.

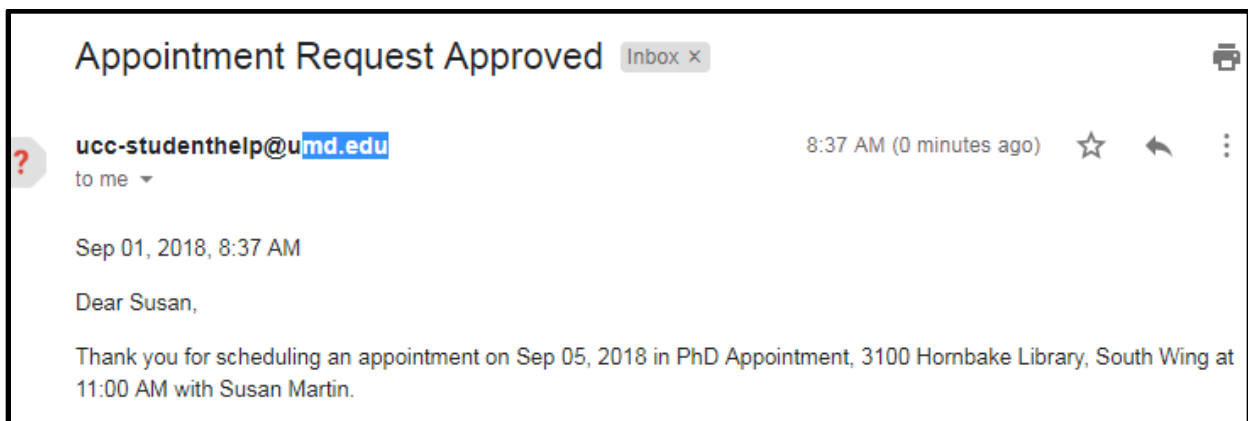
Then hit the “Check Availability button at the bottom. The system will then show you all available appointment in the upcoming 2 weeks. If you have an urgent matter and cannot find a suitable appointment time, email Dr. Martin directly at smarti18@umd.edu.



Click on the appointment time you would like from the list of open slots that appear.



- After you click on the appointment time you want, a pop up box will appear. Complete each required question. Please add a quick note in the text box about what you would like to discuss at your appointment. If you want to review your resume/CV or cover letter, please upload it into “My Documents” from your homepage, (instructions earlier in this document) rather than as an attachment on this form.
- You will get an email from ucc-studenthelp@umd.edu when you schedule your appointment and another the day before.



8. Your scheduled appointment will also be on your calendar in C4T. If you find that you cannot make your appointment PLEASE cancel it as soon as possible. To cancel your appointment click on the three dots next to your appointment as shown below and select cancel from the drop down that appears. This cancels the appointment so another student can schedule the spot! Canceling within 24 hours of the scheduled time is the professional thing to do.

