

## 1. Click the "Schedule Meeting" Button

Visit the Career Webpage at <u>www.napavalley.edu/careercenter</u> and scroll down the page to the appointment cards on the Career Staff's card, the select "Schedule Meeting."



## 2. Select agree if you consent to the terms and conditions.

Please read the statement as you must consent to use this online services. Clicking the "Agree" button will open the appointment scheduler.

Click on the "Schedule Meeting" Button Below.	Information
	@napavallev.edu
Informed Consent Statement	<u>Our Staff</u>
	e Central
To all Napa Valley College students: You must carefully read the entire "Terms & Condition: "Privacy Protection" statements below BEFORE using the Online Counseling Services at N Valley College.	o jobs and opportunities
If you are having a Psychiatric Emergency call 9-1-1 immediately or go to your neare hospital.	vely for students Alumni
Please select "I Agree" at the bottom of the page if you wish to schedule an online appointr	
TERMS & CONDITIONS information about you is confidential. It is important that you provi the most current information about yourself, your educational history, plans and career goa that online counselors may provide you with the most accurate information specific to your needs.	BS
Per the Family Rights and Privacy Acts, I hereby grant permission for Napa Valley College counselors to release academic information about myself during an Online Counseling appointment and/or workshop or group session, via the ConexEd Meeting Center, which I understand to be encrypted and secured.	
When requesting an Online Counseling Appointment and while asking the online counselor questions, I must authentically represent myself in all aspects.	rs are Hiring! K HERE
I am the student who will be attending the Online Counseling Appointment, and I will provid accurate personal information, educational history, and educational goals.	al employers who
I understand that I must conduct myself in accordance with the NVC Standards of Student Conduct.[Reference Napa Valley College Board Policy 5500]	ently hiring
I authorize the online counselor to provide me with information related to my academic recc online through the use of the Online Counseling website and the ConexEd powered Meetin Center.	ou are an employer o be on our contact iring, please email
I authorize the online counselor to record my Online Counseling Appointment session for th sole purpose of assisting me with my educational pursuits.	s at @napavalley.edu
I give permission to Napa Valley College counselors, relevant Napa Valley College personn and ConexEd Meeting server personnel (administrator) to, when necessary and for the sole	
Online Counseling Appointment between a counselor and myself.	ited Webinars
PRIVACY PROTECTION - I understand that when using Napa Valley College's online counseling services I must protect my personal information from others.	<u>K HERE</u>
I have read the above information in detail.	
Lundaretand and agroo to the Terme & Conditions and Brivacy Distoction established for N	nical help with
	n appointment
Disagree	iew tutorials?
	veed Help?



3. You will be prompted to log-in with your student email and password.

This is the same as your "My NVC" log-in. You must have an application submitted to Napa Valley College to use this service.

🛛 🔒 https://adfs.napavalley.edu/adfs/ls/?SAMLRequest=jVNRb9	pwEH7vr0B5JwmhtMSCSBl0GxKDCNI97GVy	7MtqybEzni 👓 🖾 🗧			E ··· ⊠ ☆
Welcome to my If you are an NVC student or employee try Office365, please enter you complete NV	NAPA VALLEY COLLEG	E		Career.Centergnapavarey.eou <u>Meet Our Staff</u> College Central	
If your password has expired and you can' go to WebAdvisor and reset your pass new password to access Canvas and yo	Sign in with your organizational account someone@example.com Password		, and Thurs,	Apply to jobs and internship opportunities posted exclusively for students and Alumni	
	Sign in Click to access WebAdvisor Login to Office365				
	© 2013 Microsoft	Choose a login bi	Login	ConexED n employer : on our ing, please alley.edu : binars	
		Get help with: Career Assessmer	schebule	Need technical help with	

4. Next, select the "Moderator" you would like to meet with and reason for meeting. Disregard the "Select a Meeting Date" unless you would to only view the next week's open appointments. Appointments are a maximum of 45 minutes.

			Click on the "Schedu	ule Meeting" Button Belo	w. Co	ntact Information	
Schedule a Meetin	g with Care	er Center	Online Cou	unseling			
SELECT A MEETING	DATE						
<< Last Week				Wednesday May 27			
FILTER BY MODERA	TOR						
All Moderators		Reed Davis					_
SELECT A REASON F	OR MEETIN	G					
Career Planning (45 minute meeting)		Job Placement (45 minute meeting)	)	Resu (45 m	IME inute meeting)		



## 5. Select a meeting location, meeting date, and meeting time.

If you select the "Phone" location a counselor will call you at the start time of your appointment. If the recommended time slots do not fit your schedule, hit "Show More".

45 minutes are required for this meeting		
ELECT A MEETING LOCATION	<b>^</b>	
Telephone Meeting	• Video Meeting	
ELECT A MEETING DATE		
• Wednesday, 05/27/2020		
• Wednesday, 05/27/2020		
• Wednesday, 05/27/2020 ECOMMENDED TIME SLOTS Vednesday, 05/27/2020		
• Wednesday, 05/27/2020 ECOMMENDED TIME SLOTS Vednesday, 05/27/2020 → 10:00 AM to 10:45 AM	→ 12:15 PM to 1:00 PM	→ 1:30 PM to 2:15 PM
Wednesday, 05/27/2020  ECOMMENDED TIME SLOTS Vednesday, 05/27/2020      10:00 AM to 10:45 AM with Beed Davis	→ 12:15 PM to 1:00 PM with Beed Davis	→ 1:30 PM to 2:15 PM with Beed Davis
Wednesday, 05/27/2020  RECOMMENDED TIME SLOTS  Nednesday, 05/27/2020      → 10:00 AM to 10:45 AM  with Reed Davis      → 4:15 PM to 5:00 PM	→ 12:15 PM to 1:00 PM with Reed Davis	→ 1:30 PM to 2:15 PM with <u>Beed Davis</u>

## 6. Fill out the intake form and select "Schedule Appointment."

This will help the counselor/consultant better prepare for your appointment. This form also allows you to sign up for text reminders and upload any documents you might want to share, such as a resume. After scheduling, you will receive an email confirmation in your student email! Video appointments must be joined on Chrome or Firefox.

<ul><li>When: Wednesday, 05/27/2020 10:00 AM to 10:45 AM</li><li>Where: Career Center Online Counseling (Video Meeting)</li><li>Why: Career Planning</li></ul>	
Napa Valley College Career Center Intake Form	
Name you preferred to be called: *	
Telephone number	
Enter your phone number in case we need to contact you	
<ul> <li>Send me SMS Reminders for this Meeting</li> <li>Attach File</li> </ul>	
Schedule Appointment	Cancel