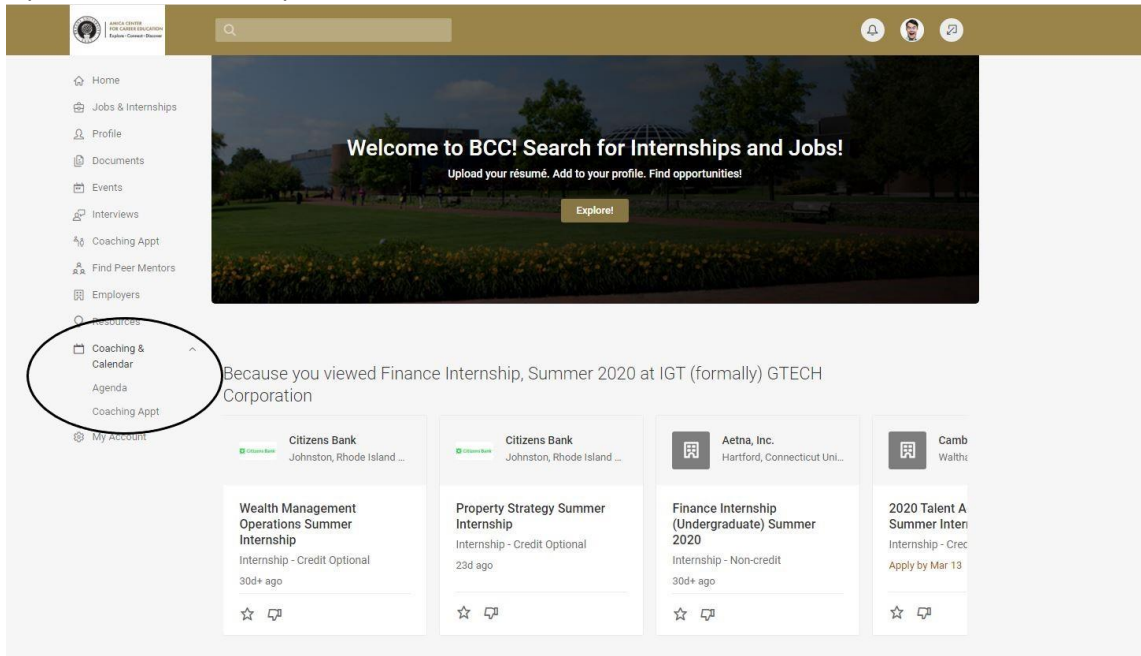


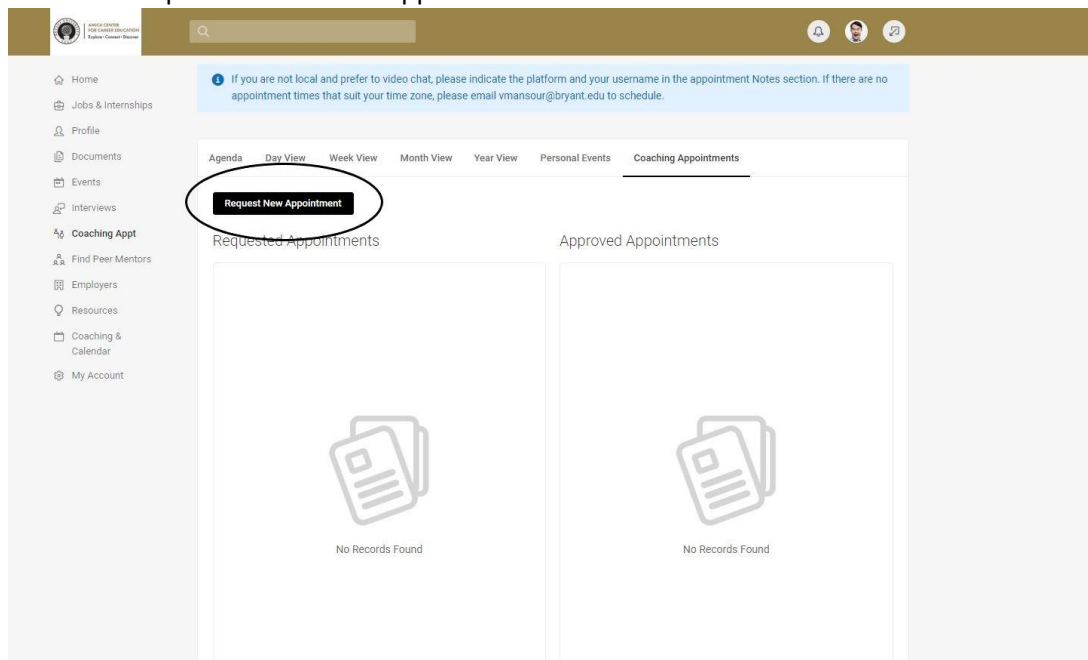


## Scheduling a Coaching Appointment

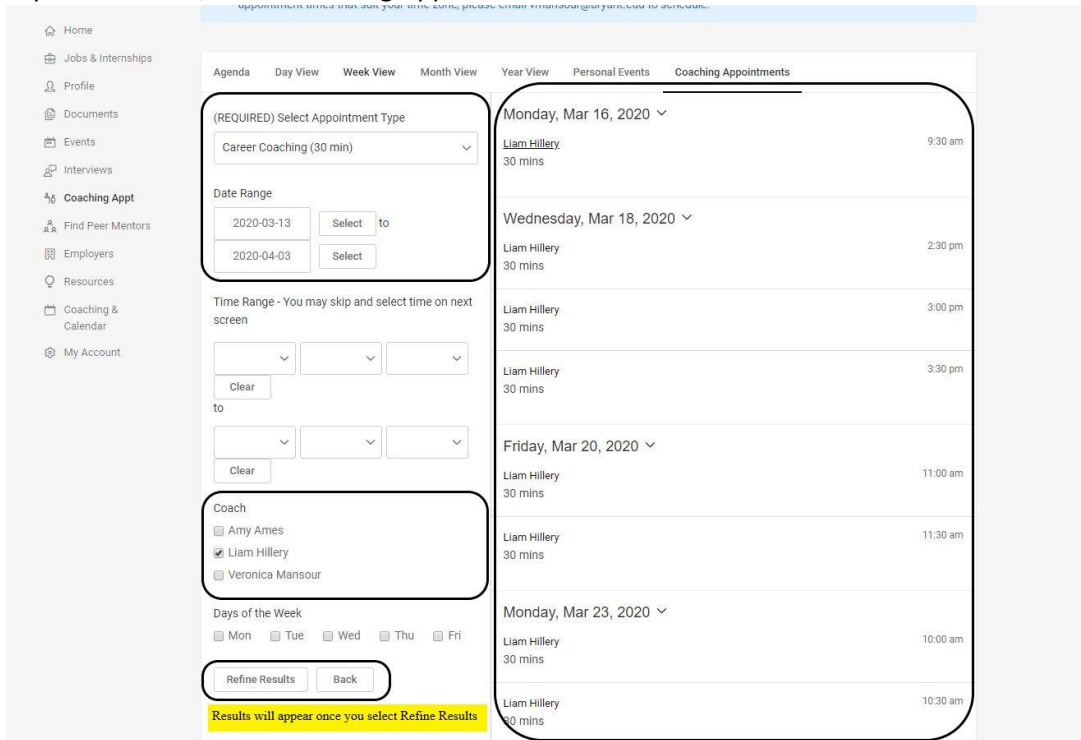
1. Login to BCC: Visit the Bryant University [Amica Center for Career Education website](#) and click the “BCC Login” button located on the tabs bar; log on using My Bryant Portal Quick Launch Menu. Log into BCC with your myBryant portal username and password.



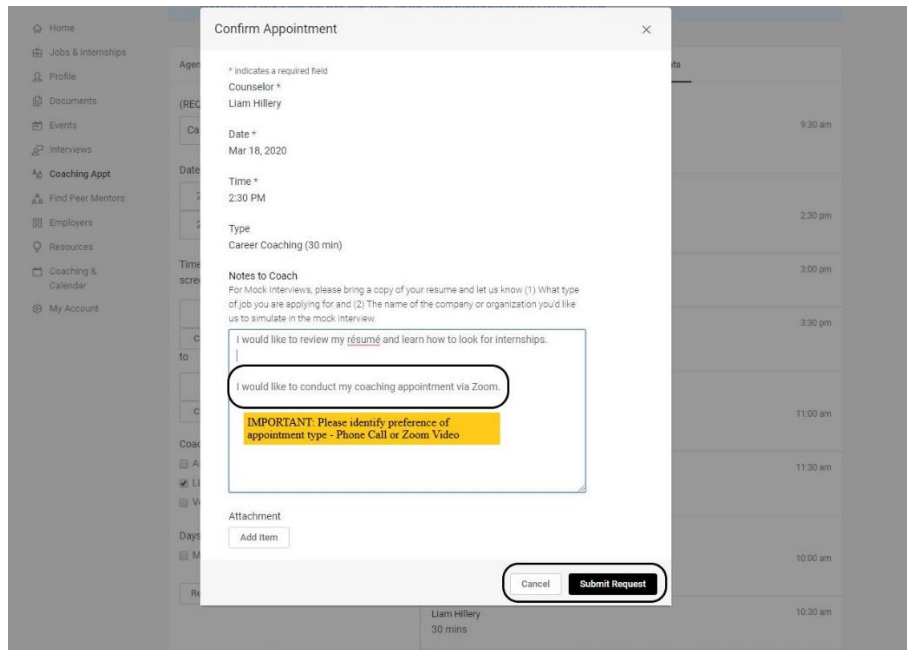
2. From the BCC Home Page, navigate to the Sidebar on the left-hand side of the page. Click the “Coaching & Calendar” button. A drop-down menu will appear.



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



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



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.