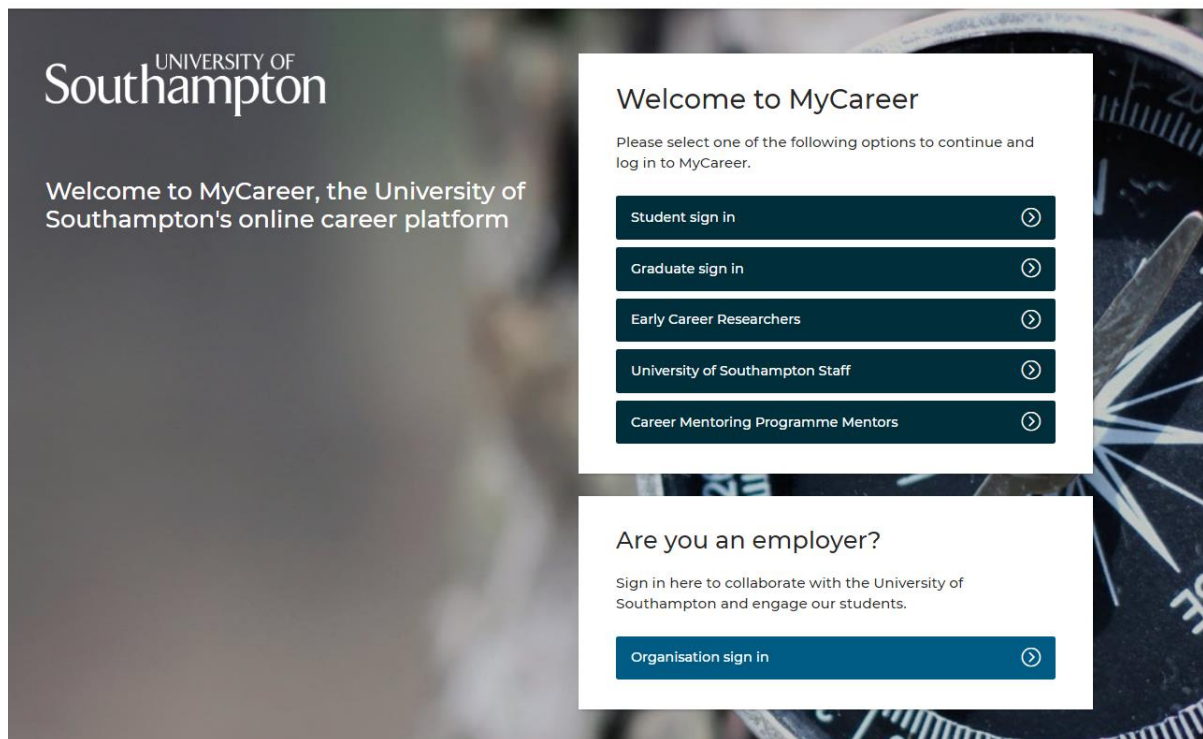


Careers and Employability Service MyCareer Guide: How to access appointment notes

[MyCareer](#) is the careers platform utilised by the Careers and Employability Service to support students, graduates and Early Career Researchers.

To access appointment notes on MyCareer, please follow the steps below.

1. Follow this link to MyCareer:
<https://mycareer.soton.ac.uk/home.html>
2. Sign in via the relevant user section:



3. Click on 'Appointments':

The screenshot shows the 'Welcome to MyCareer' page for the University of Southampton. The navigation bar includes 'My profile', 'Search', 'Book', 'Careers Service Website', and 'GoInGlobal'. Below the navigation bar are five icons: 'Events', 'Appointments' (highlighted with a red arrow and a '1' notification badge), 'Opportunities', 'Career Development', and 'Forms'. The main content area features an 'Announcements' section for 'October Careers Fairs' and a sidebar with 'Upcoming bookings' and 'Saved Opportunities'.

4. All appointments you have had will be listed. Click on the relevant appointment:

The screenshot shows the 'My bookings' page with a table of appointment details. The table has columns for Date, Type, Time, Status, Careers Adviser, and Booked On. A red arrow points to the row for '13-Sep-2019' with 'Careers Appointments' at '10:30 - 11:00'.

Date	Type	Time	Status	Careers Adviser	Booked On
17-Sep-2019	Careers Appointments	11:00 - 11:30	Attended	Julie Parfitt	12-Sep-2019 - 15:29
13-Sep-2019	Careers Appointments	10:30 - 11:00	Attended	Pam Matharu	12-Sep-2019 - 15:28
13-Sep-2019	Careers Appointments	10:00 - 10:30	Attended	Nina Fairbrother	12-Sep-2019 - 15:28
09-Sep-2019	E-Advice	15:00 - 15:30	Attended	Nina Fairbrother	10-Sep-2019 - 16:29
20-Aug-2019	Student Enterprise Appointments	10:00 - 10:20	Missed	Nina Fairbrother	13-Aug-2019 - 15:13

5. All adviser notes and any attachments will be accessible here:

The screenshot shows the 'My bookings' page on the University of Southampton MyCareer portal. The page is titled 'Welcome to MyCareer Careers & Employability Service'. The user is logged in as 'My profile'. The main heading is 'My bookings' with a breadcrumb trail: Home > My profile > My bookings.

There are four tabs: 'Booking Summary', 'Appointment Details', 'Event Details', and 'Calendar view'. The 'Appointment Details' tab is active, showing details for an 'E-Advice' appointment. The appointment is marked as 'Attended'. The details include:

- Status: Attended
- Time: 15:00 - 15:30
- Date: 09-Sep-19
- Careers Adviser: Nina Fairbrother
- Location: 37/2021
- Booking made by: Nina Fairbrother
- Booking date: 10-Sep-2019 16:29
- Appointment Run Times: 16:29 - 16:30
- Appointment Notes: Example Text Example Text Example Text Example Text Example Text Example Text Example Text Example Text Example Text Example Text

A red arrow points to the 'Appointment Notes' field. Below the details is a 'Close' button. At the bottom, there is a table showing 116 results, with the first two rows visible:

Date	Type	Time	Status	Careers Adviser	Booked On
09-Sep-2019	E-Advice	15:00 - 15:30	Attended	Nina Fairbrother	10-Sep-2019 - 16:29
20-Aug-2019	Student Enterprise Appointments	10:00 - 10:20	Missed	Nina Fairbrother	13-Aug-2019 - 15:13