

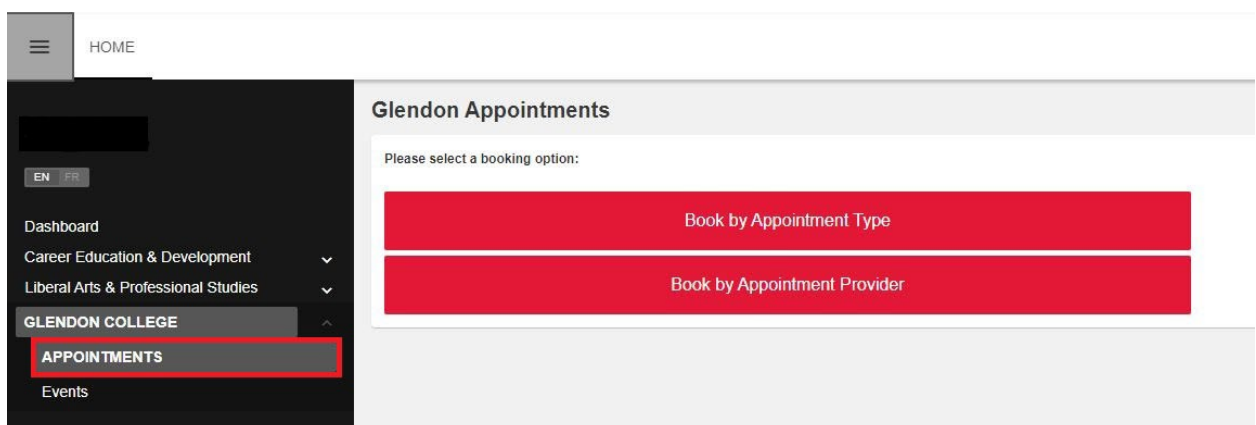
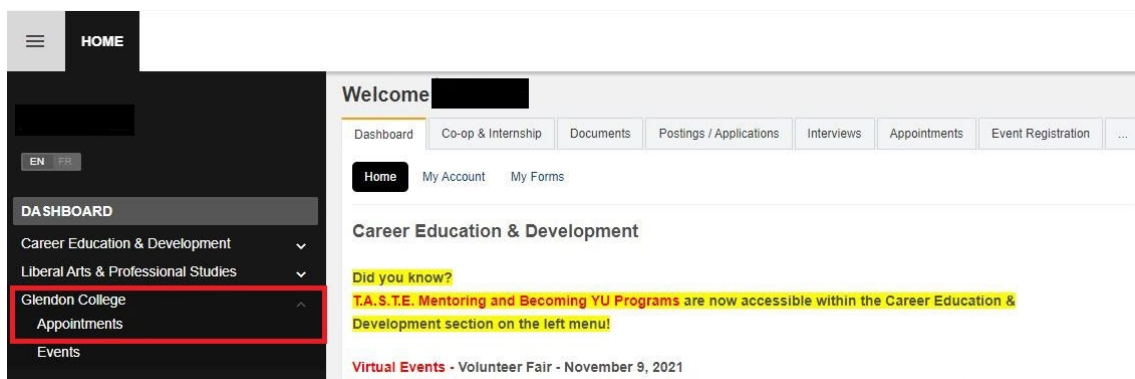
# Booking & Cancelling Appointments with the Glendon Career Centre

## Getting started

1. Enter Experience York using this link: <https://experience.yorku.ca/home/home.htm>
2. In the **Students** drop-down menu, click on **Login**

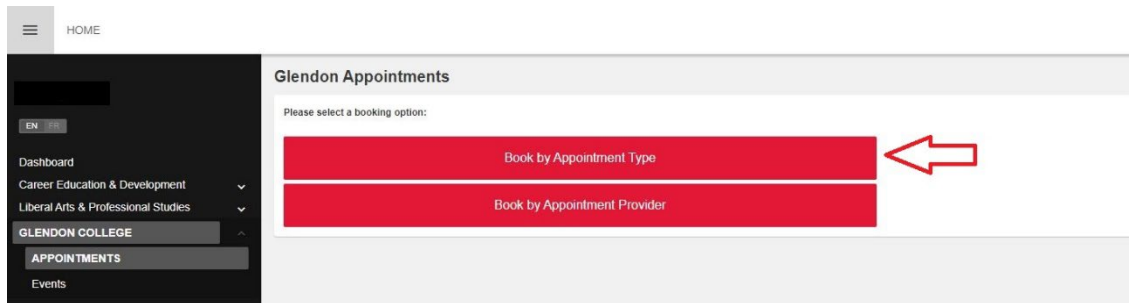


3. Click on **Glendon College** in the left menu, then click on **Appointments**

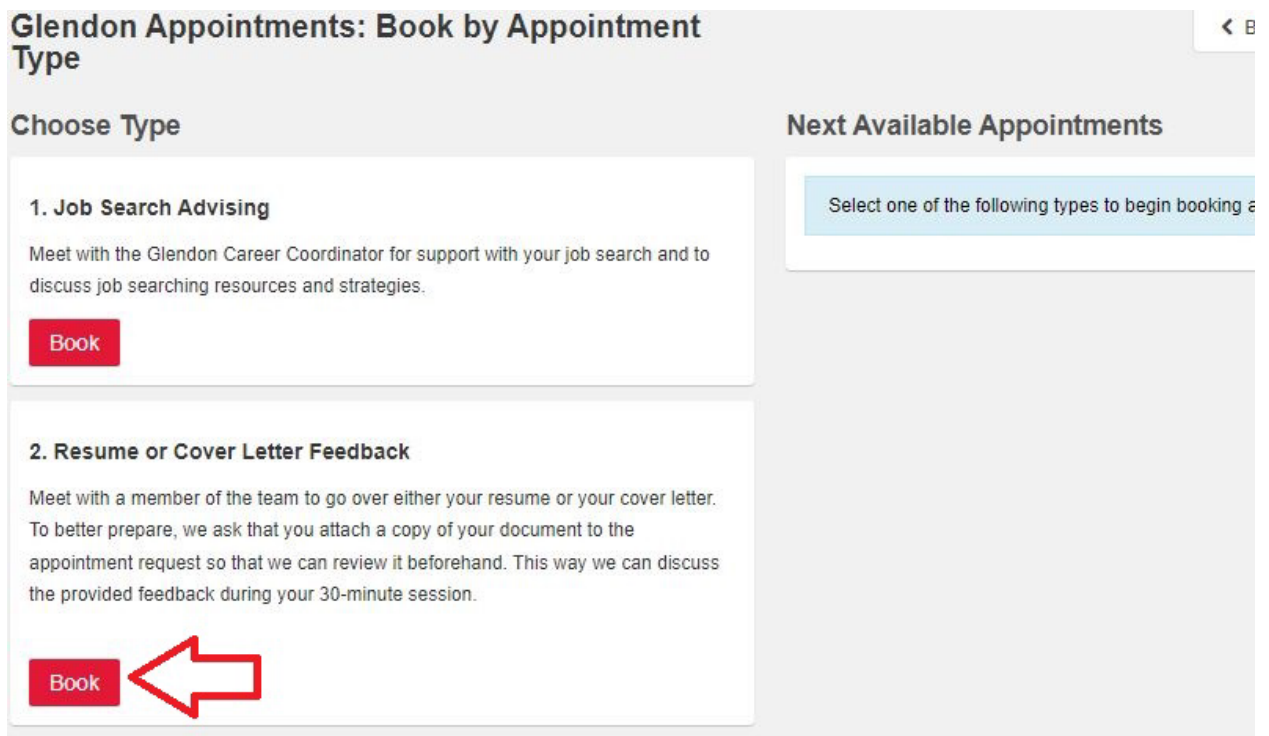


## Booking by appointment type

1. In the **Appointments** page, click on the **Book by Appointment Type** button



2. Click the **Book** button under an **Appointment Type**



3. Choose an appointment date from the list of **Next Available Appointments**

**Next Available Appointments**

Type: 2. Resume or Cover Letter Feedback

Monday, January 24, 2022

Tuesday, January 25, 2022

Wednesday, January 26, 2022

Thursday, January 27, 2022

4. Select a time slot for the appointment date

**Next Available Appointments**

Type: 2. Resume or Cover Letter Feedback

Select a time

Jan 27, 2022 09:00 AM to 09:30 AM  
Provider: Shana Baptiste (Career Centre)  
A118 or <https://yorku.zoom.us/j/91421086744>

Jan 27, 2022 09:00 AM to 09:30 AM  
Provider: Eric Tahan (Career Centre)  
[https://yorku.zoom.us/j/96898378607?](https://yorku.zoom.us/j/96898378607?pwd=bWxtQWpBQ0VvZlJFa210Y0RIUXpkQT09)  
pwd=bWxtQWpBQ0VvZlJFa210Y0RIUXpkQT09

Jan 27, 2022 09:45 AM to 10:15 AM  
Provider: Eric Tahan (Career Centre)  
[https://yorku.zoom.us/j/96898378607?](https://yorku.zoom.us/j/96898378607?pwd=bWxtQWpBQ0VvZlJFa210Y0RIUXpkQT09)  
pwd=bWxtQWpBQ0VvZlJFa210Y0RIUXpkQT09

5. Enter your phone number and upload your resume and cover letter under the **Additional Information** section. Click on the **Book Appointment** button once you are finished.

**Book Appointment**

**APPOINTMENT DETAILS**

Provider: Eric Tahan (Career Centre)

Location: <https://yorku.zoom.us/j/96898378607?pwd=bWx0ZWpBQ0VvZUJFa210Y0RIUXpkQT09>

Appointment Mode: Zoom

Date: January 27, 2022

**APPOINTMENT TYPE**

Type: 2. Resume or Cover Letter Fe ▾

**APPOINTMENT TIME**


Time From 09:45 AM ▾ To 10:15 AM ▾

**ADDITIONAL INFORMATION**

Local Phone #:

**UPLOAD DOCUMENT**

Upload Document:

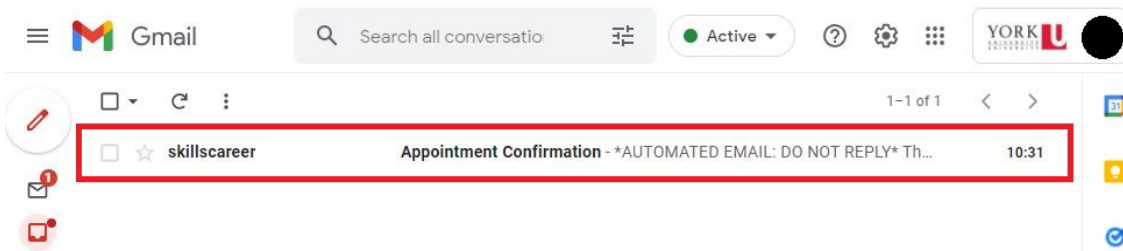


**Book Appointment** Cancel

**Instructions:** Please upload your resume and coverletter for review.  
The following extensions are acceptable: .doc, .docx and .pdf

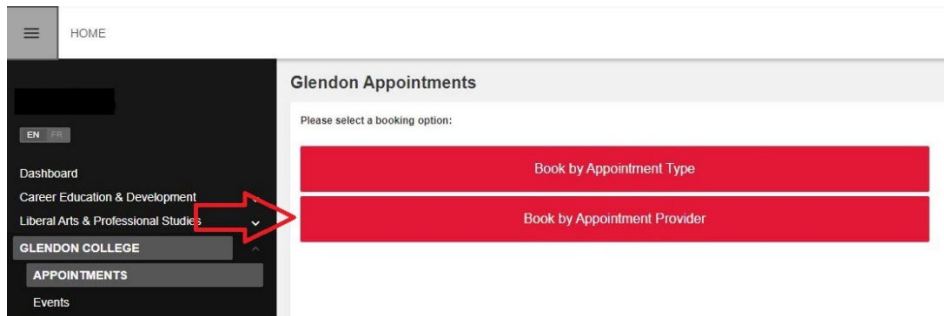
**Choose File** No file chosen

6. You will receive an email with the **Appointment Confirmation**

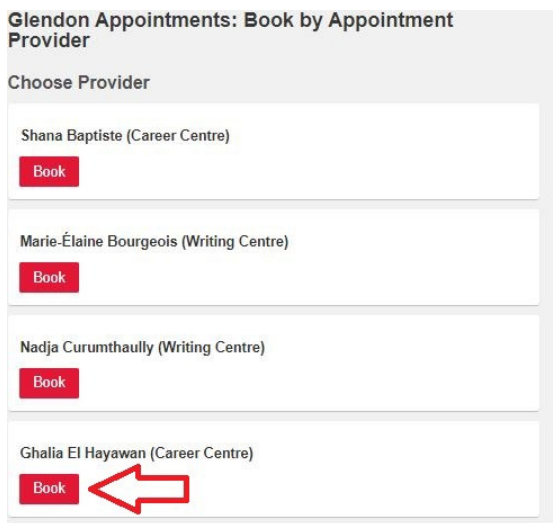


## Booking by appointment provider

1. In the **Appointments** page, click on the **Book by Appointment Provider** button



2. Click on the **Book** button under an appointment provider



3. Select an appointment date from the list of **Next Available Appointments**



4. Select a time slot for the appointment date

**Next Available Appointments**

Provider: Ghalia El Hayawan (Career Centre)  
Type: 3. Interview Practice Session

Select a time ✕

**Jan 25, 2022 02:30 PM to 03:00 PM**

Provider: Ghalia El Hayawan (Career Centre)  
<https://yorku.zoom.us/j/6404776895>

5. Enter your phone number under the **Additional Information** section. Click the **Book Appointment** button once you are finished.

**Book Appointment** ← Back to Home

**APPOINTMENT DETAILS**


Provider: Fiona Patterson (Writing Centre)  
Location: Zoom  
Appointment Mode: In person or Zoom  
Date: January 26, 2022

**APPOINTMENT TYPE**

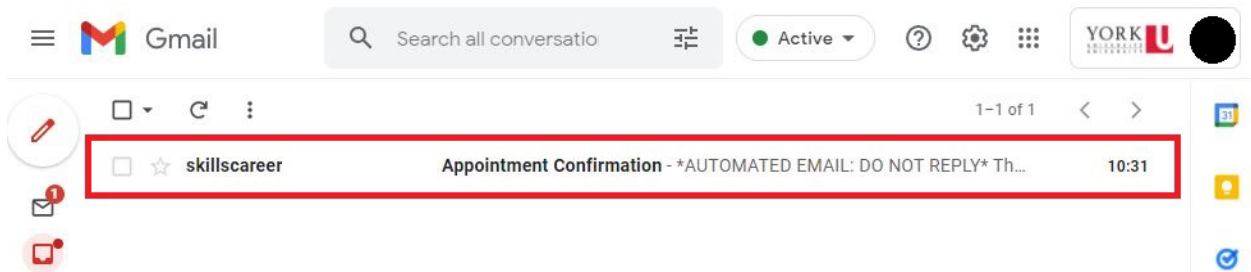
Type: 6. Academic Writing Help

**ADDITIONAL INFORMATION**

Local Phone #:  This field is required.

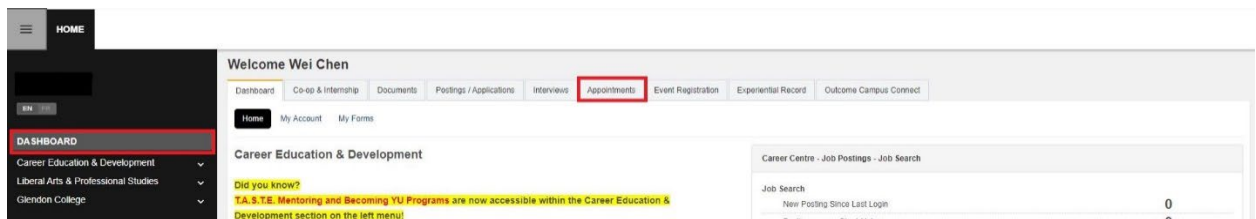


**Book Appointment** **Cancel**




## Cancelling an appointment

1. Navigate to your dashboard from the left menu and click on the **Appointments** tab. You should see a list of upcoming appointments.

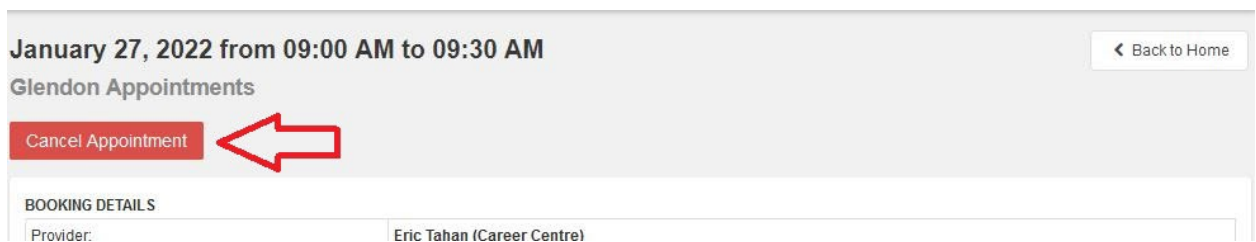


2. Click on the **view** button next to a **Booked** appointment

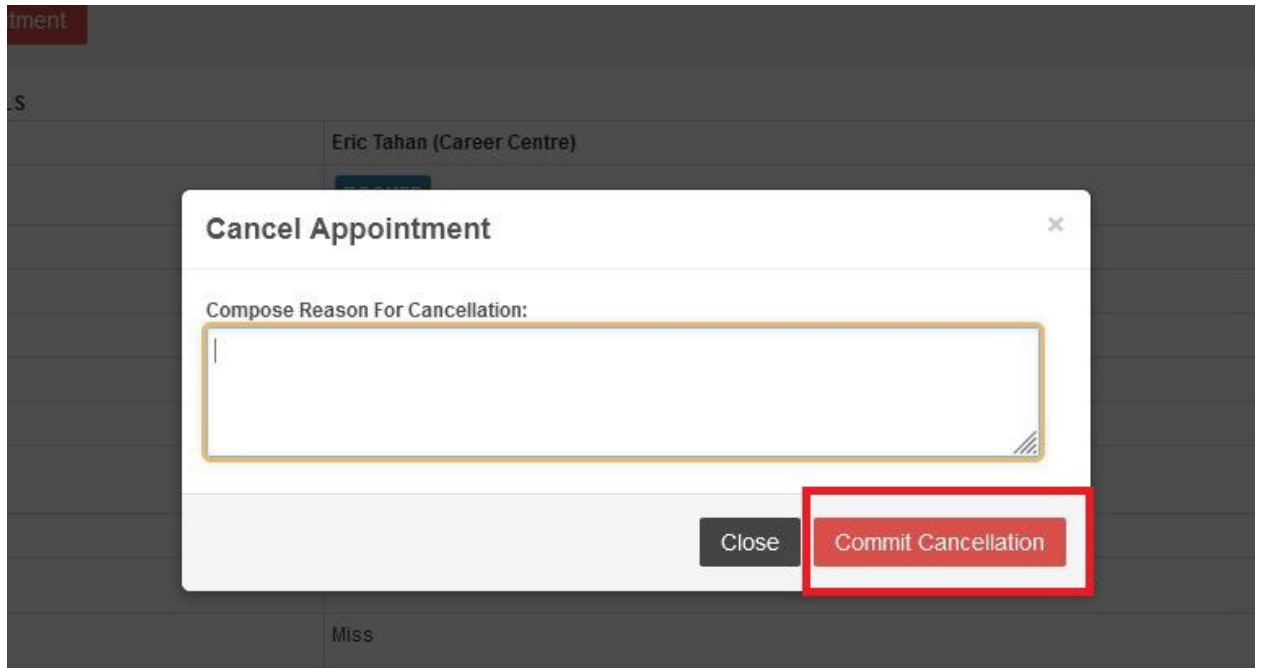


Results							
				Provider			
Status	Time (1)	Type of Appointment	Module	First Name	Last Name	Location	
Booked	Jan 27, 2022 @ 09:00 AM - 09:30 AM	3. Interview Practice Session	Glendon Appointments	Eric	Tahan (Career Centre)	https://yorku	

3. Click on the **Cancel Appointment** button



4. Enter the reason for cancelling the appointment (optional) and click on the **Commit Cancellation** button.



The screenshot shows a 'Cancel Appointment' dialog box. At the top, it says 'Cancel Appointment' with a close button (X) on the right. Below this, there is a label 'Compose Reason For Cancellation:' followed by a large, empty text input field with a yellow border. At the bottom right of the dialog, there are two buttons: a grey 'Close' button and a red 'Commit Cancellation' button. The 'Commit Cancellation' button is highlighted with a red rectangular box. The background is a dark grey interface with some text visible, including 'Eric Tahan (Career Centre)' and 'Miss'.

5. You will receive an email that confirms your appointment cancellation

