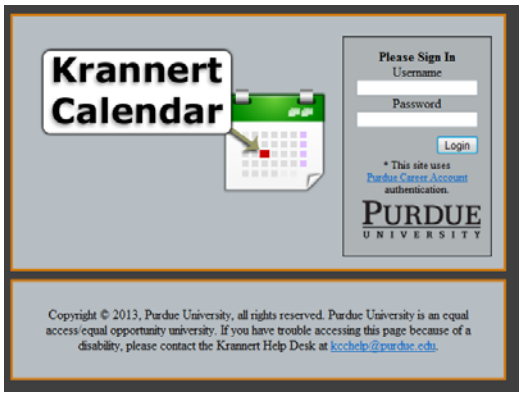
Student Instructions for Scheduling a Skype or In-Person Career Coaching Session

If you have questions or problems with appointment scheduling, please contact kcchelp@purdue.edu

1. Go to https://webapps.krannert.purdue.edu/kap/Calendar
2. Login with your Purdue Career Account login and password (without ONEPURDUE)



3. **<u>To create a new scheduled appointment</u>**:
   a. Use the button on the top left of the screen to make a new scheduled appointment

      NOTE: If you are currently a Graduate Assistant working for one of the centers (i.e. LCC or KPDC) that use this software, then you need to change the Role drop down to "My Appointments" and press the Change button before proceeding through the steps below.

   b. Populate the appointment creation fields with the following information:
      i. **Calendar Type:** Choose "KPDC Coaches"
      ii. **Calendar:** Select the name of your assigned coach (coach assignments are posted in the files tab on Katalyst).
      iii. **Reason:** Choose "KPDC Coaches (60 mins)"
      iv. Click **next**
      v. **Select an available time**: Click on "See Next Suggestions" link below times to see additional times.
      vi. Click **next**
      vii. **Comments:** Currently, this is a required field. Your comment can be as simple as "will this date/time work?" or you may ask a question or make your own comment
      viii. **Contact Phone Number:** Please enter the best number to reach you in case your coach has questions or needs to re-schedule
      ix. Click **Schedule**

4. **<u>To cancel a scheduled appointment</u>**:
   a. Log into the calendar system using log in instructions described above
   b. You will see your appointment listed
   c. Under "Actions" (on the far right of the screen), click the appointment details button
   d. Under "Appointment Actions" click "Click to Cancel"
   e. A pop up box will ask you to enter your reason for cancelling
   f. Click "Cancel Appointment"

5. **<u>To reschedule a cancelled appointment</u>**:
   a. Follow the instructions above to schedule a new appointment