

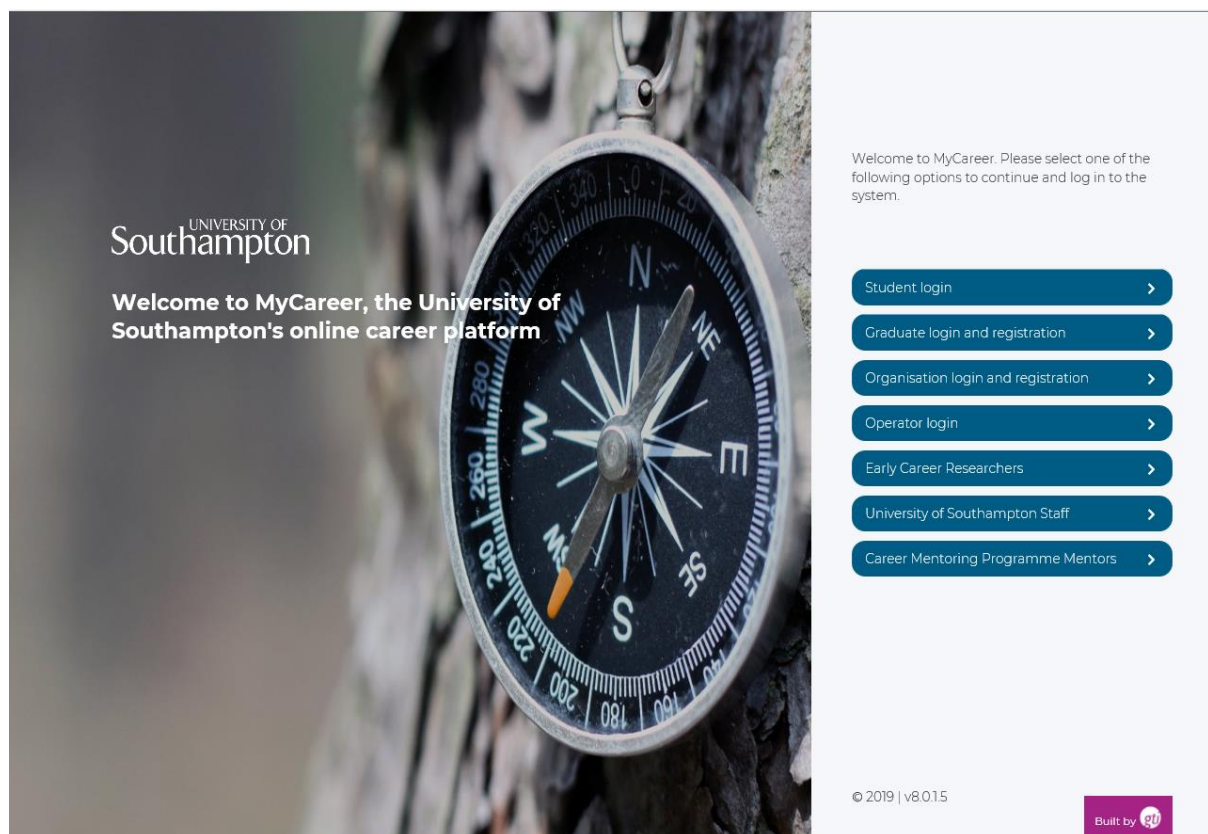
Careers and Employability Service

MyCareer Guide: How to access appointment notes

[MyCareer](https://mycareer.soton.ac.uk/) 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. Login via the relevant user section:



3. Click on 'Appointments':

UNIVERSITY OF Southampton Welcome to MyCareer
Careers & Employability Service

My profile ▾ | Search ▾ | Book ▾ | Careers Service Website | GoinGlobal

Events Appointm... Opportuni... Career De... Forms

Announcements

October Careers Fairs

Don't miss your chance to engage with employers at this years October Careers Fairs, both are in the Jubilee Sports hall 11:00 - 15:30. The opportunities available include Graduate Roles, Internships, Volunteering and Part-Time positions.

To see who is attending and further details click the links below

All Sectors Fair
<https://mycareer.soton.ac.uk/leap/event.html?id=13893&service=Careers+Service>

IT, Science and Engineering Fair
<https://mycareer.soton.ac.uk/leap/event.html?id=13895&service=Careers+Service>

Further information can be found on the fairs webpage here.

Upcoming bookings

Appointment
Careers Appointments
02-Oct-2019 15:10 | 37/2017

1 upcoming bookings

Saved Opportunities

You don't have any saved Opportunities yet, have a look at our search pages to see what's available.

Search all Opportunities

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

UNIVERSITY OF Southampton Welcome to MyCareer
Careers & Employability Service

My profile ▾ | Search ▾ | Book ▾ | Careers Service Website | GoinGlobal

My bookings
Home \ My profile \ My bookings

Booking Summary **Appointment Details** Event Details Calendar view

1 To 50 of 119 results

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:

UNIVERSITY OF
Southampton

Welcome to MyCareer
Careers & Employability Service

My profile

Search

Book

Careers Service Website

GoinGlobal

My bookings

Home / My profile / My bookings

Booking SummaryAppointment DetailsEvent DetailsCalendar view

E-AdviceAttended

StatusAttended

Time15:00 - 15:30

Date09-Sep-19

Careers AdviserNina Fairbrother

Location37/2021

Booking made byNina Fairbrother

Booking date10-Sep-2019 16:29

Appointment Run Times16:29 - 16:30

Appointment NotesExample Text Example Text Example Text Example Text Example Text
Example Text Example Text Example Text Example Text Example Text
Example Text

X Close

1 To 50 of 116 results

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