

Careers, Employability and Student Enterprise

MyCareer Guide: How to access appointment notes

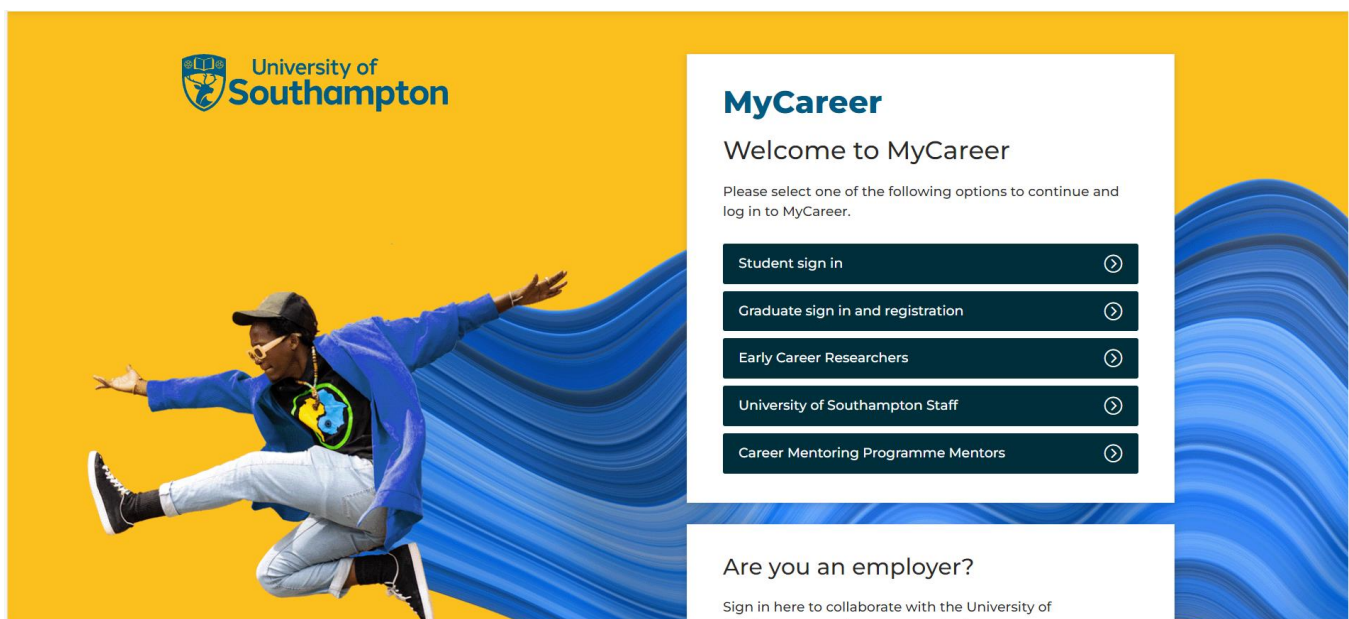
[MyCareer](#) is the careers platform utilised by Careers, Employability and Student Enterprise to support students, graduates and Early Career Researchers.

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':

University of Southampton Welcome to MyCareer
Careers, Employability and Student Enterprise

Search Book GoInGlobal Careers Service Website Skills My Career Passport

Career Discovery

Events Appointments Referrals Opportunities Career Development Forms Pathways

Welcome Student

Upcoming bookings

Appointment
CV Support Appointments
11-Nov-2024 09:30 | Microsoft Teams

1 upcoming bookings

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

Search Book GoInGlobal Careers Service Website Skills My Career Passport

Career Discovery

My bookings

Home / Me / Bookings

Booking Summary Appointment Details Event Details Calendar view

+ Book appointments


1 To 50 of 200 results

Date	Type	Time	Status	Careers Adviser	Booked On
25-Sep-2022	> Ask the Adviser	10:00 - 10:15	Missed	Nina Fairbrother	23-Aug-2022 - 17:00
23-Sep-2022	> Law School Careers Clinic	10:15 - 10:35	Attended	Andy Port	21-Sep-2022 - 12:31
22-Sep-2022	> Career Guidance Appointments	09:30 - 10:00	Attended	Ask the Adviser 1	21-Sep-2022 - 12:30
19-Sep-2022	> Ask the Adviser	09:30 - 09:45	Attended	Nina Fairbrother	21-Sep-2022 - 12:26

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


Looking to book another appointment? [Find an appointment.](#)


My booking




Ask the Adviser


ATTENDED


 24-Jul-2025

 08:00 – 08:15


Europe/London

 15 min

 Nina Fairbrother

 Appointment notes

Example Text Example Text Example Text Example Text Example Text Example Text Example Text
Example Text Example Text Example Text Example Text Example Text Example Text Example Text
Example Text Example Text Example Text

 Before your appointment

Thank you for expressing an interest in booking an appointment. We look forward to meeting you.

For appointments in person, please check the 'Location details' for information about where this appointment will take place.

Action Points

Example Text Example Text Example Text Example Text Example Text Example Text Example Text
Example Text Example Text Example Text Example Text Example Text Example Text Example Text
Example Text Example Text Example Text