

Web System for Students and Faculty
Career Counseling Appointment Scheduler
Student Manual

National University Corporation Tokyo Institute of Technology
October 2019

To access the Career Counseling Appointment Scheduler:

- (1) Log in to the Web System for Students and Faculty; and
- (2) Click on the Career Advice link on the menu.

The following page should appear.

1. Main page

Career Advice

Calendar

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 11:00~	20	21
22	23	24	25	26 16:00~	27	28
29	30	31	8/1	8/2	8/3	8/4

Month	<	Jul, 2019	>
Campus	<input checked="" type="radio"/> Ookayama <input type="radio"/> Suzukakedai		
Advisor	-		

List

	Entry Date ▼/▲	Status ▼/▲	Campus ▼/▲	Advisor ▼/▲	Entry card
Change/cancel	7/26(Fri) 16:00 - 17:00	Scheduled	Ookayama	Fujimori Eri	PDF
View	7/19(Fri) 11:00 - 12:00	Completed	Ookayama	Fujimori Eri	PDF

Page description

① Calendar

A calendar for a particular month is displayed.

Days are color coded as follows.

Gray	Counseling is not available
White	Counseling is available
Yellow	Upcoming appointments
Green	Past appointments

② Calendar settings

- Month: Used to select the month to be displayed.
- Campus: Used to display information that is specific to a particular campus.

• Advisor: If a preferred advisor is specified, the calendar will indicate the days on which he/she is available and not available in white and gray, respectively.

③ Appointments

A list of past and upcoming appointments is shown.

Details of individual appointments may be viewed by clicking either the “Change/cancel” or “View” button. Details may also be downloaded as a PDF file.

How to schedule an appointment

- (1) On the calendar, click the day on which you wish to schedule an appointment.
- (2) A window will pop up for selecting the start time of the appointment.

Select start time < 2019/06/27 > ×

Advisor	Minami Yuko (Suzukakedai)
11:00~	Select
12:00~	Select
14:00~	Select
15:00~	Select
16:00~	Select
17:00~ (On the day only)	Select
17:20~ (On the day only)	Select
17:40~ (On the day only)	Select

If you would like to have consultation in English, please appoint the following adviser when making a reservation. **"Kasai Naoko"**

- (3) Click the “Select” button that corresponds to your preferred advisor.
If you do not have a specific advisor in mind, click the “Select without preferred advisor” button.
- (4) An appointment details page will open.
If you did not specify a preferred advisor in the previous step, a tick will not appear in the “Preferred” checkbox (part of the “Advisor” entry field).

Basic information	
Student	Student ID No. <input type="text"/> Sex : <input type="text"/>
Contact information	TEL : <input type="text"/> E-mail : <input type="text"/> <i>* Make sure to enter a phone number and an email address at which you can be reached.</i>
Number of consultations	Previous consultation : <input type="text"/>
Nationality	<input type="text"/> Japanese Ability <input type="text"/>
Future course	
Future course	<input type="radio"/> go to a graduate school <input type="radio"/> get a job <input type="radio"/> undecided <input type="radio"/> other <input type="text"/>
Timing of the future course	<input type="text"/> (Year) - <input type="text"/> (Month)
Consultation	
Check the appropriate item numbers	Details of Consultation
<input type="checkbox"/> Go to a graduate school <input type="checkbox"/> Compatibility of research/work <input type="checkbox"/> Schedule for job hunting <input type="checkbox"/> Job information <input type="checkbox"/> Research on company <input type="checkbox"/> Entry sheet/curriculum vitae <input type="checkbox"/> Self-analysis, aptitude <input type="checkbox"/> Interview preparation <input type="checkbox"/> Alumni visit of Tokyo Tech <input type="checkbox"/> Others <input type="checkbox"/> Internship	<div style="border: 1px solid black; height: 150px;"></div>
Book appointment	

(5) Enter all of the necessary details

(6) Book an appointment

Click the “Book appointment” button.

A message confirming the new appointment will appear. The appointment will be viewable on the main page.

How to change/cancel an appointment

(1) Click the “Change/cancel” button for the appointment you wish to change/cancel.

	Entry Date ▼/▲	Status ▼/▲	Campus ▼/▲	Advisor ▼/▲	Entry card
Change/cancel	6/26(Wed) 11:00 - 12:00	Scheduled	Ookayama	Morishima Toshiko (Preferred)	PDF

Note that once the time limit for changing/canceling an appointment is reached, this button will no longer appear for that appointment.

(2) The appointment details page will open.

(3a) To reflect the changes you make, click the “Change appointment details” button.

A message confirming the change(s) will appear.

Further changes may be made to the page if necessary.

(3b) To cancel the appointment, enter reasons for the cancelation, then click the “Cancel appointment” button.

Cancel appointment	Reasons for cancelation : <input type="text"/>
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A message confirming the cancelation will appear. The page will no longer be able to be changed.

Note: Failure to show up for consultation will result in the denial of new appointment requests for a certain period of time.