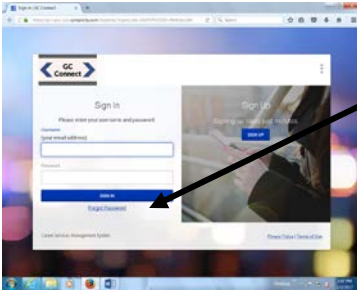


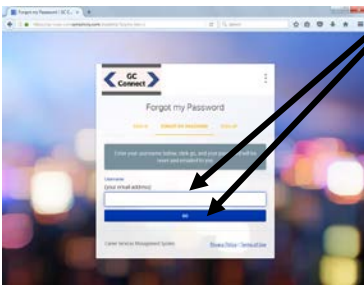
How to Request Writing Consultation Appointments in Symplicity** (7 steps)

**MALS students who began studies at the Graduate Center in Spring 2017 should contact our office at 212-817-7425 or careerplan@gc.cuny.edu to request appointments.

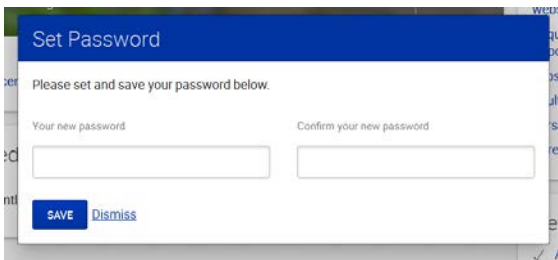
1. Go to [Symplicity](#) and click “Forgot Password.”



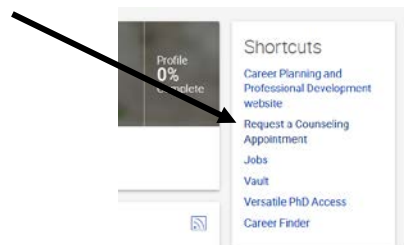
2. Enter your Graduate Center email address (ending .gradcenter.cuny.edu) and click “Go.” DO NOT CREATE A NEW ACCOUNT.



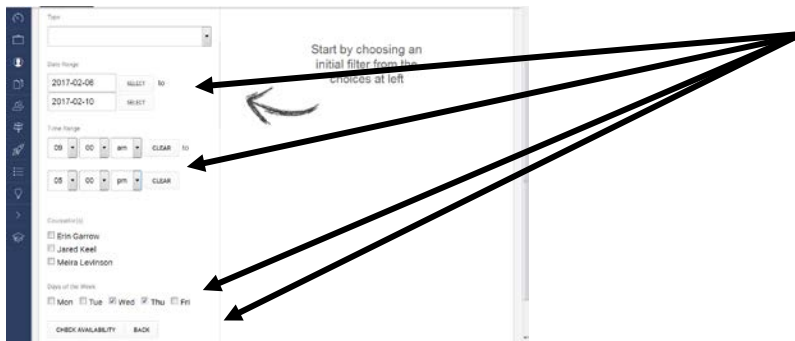
3. Open your GC email; you should have an email from careerplan@gc.cuny.edu titled, “Career Services Password Reset Request.” Follow the email instructions—including clicking on the link (image below)—to reset your password to your preference.



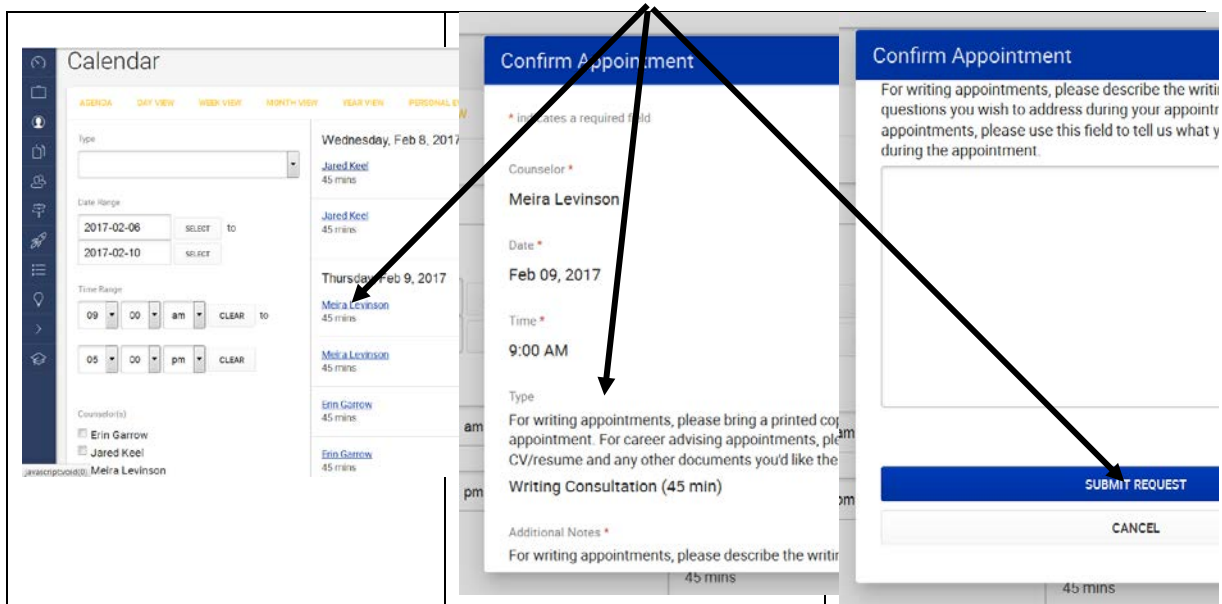
4. On the right side of the home page, under Shortcuts, click on “Request a Counseling Appointment.”



- Select your preferred date range, time range, and day(s) of the week. Click "Check Availability." (Note that appointments are only shown for two weeks in advance.)



- Select the appointment you want; complete the required form and click "Submit Request."



- Your appointment request has now been submitted (image below) and you should receive an email confirmation. Later, you will receive a second email indicating acceptance or denial of your appointment request.

