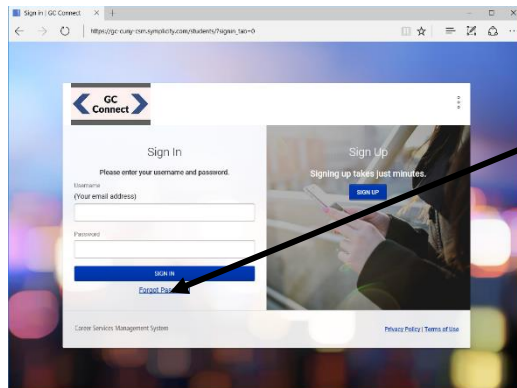


How to Request Appointments in GC Connect*

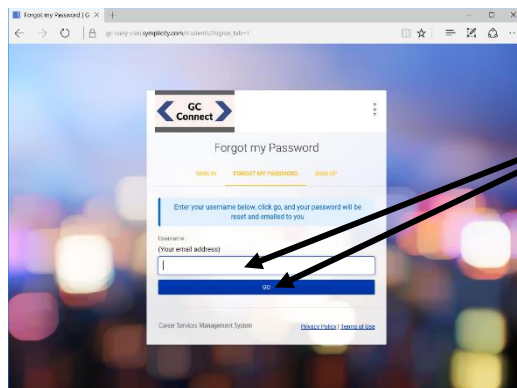
*All current GC students already have an existing account in GC Connect and can therefore use the following instructions to both access their account and request appointments. Alumni wishing to schedule an appointment should contact our office at 212-817-7425 or careerplan@gc.cuny.edu.

Accessing GC Connect for the First Time

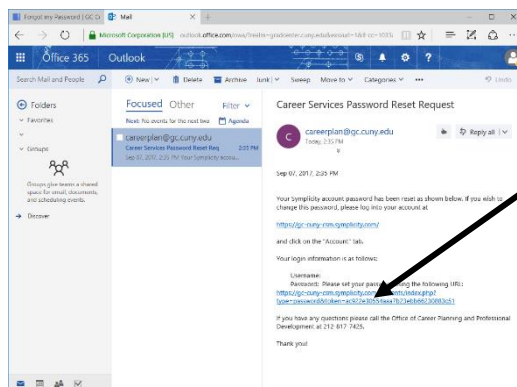
1. Go to [GC Connect](#) and click “Forgot Password.”



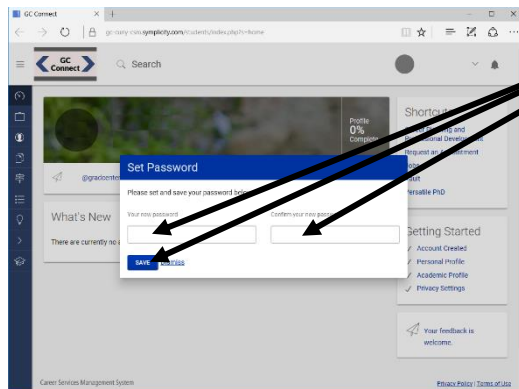
2. Enter your GC email address (ending in @gradcenter.cuny.edu) and click “Go.”
DO NOT CREATE A NEW ACCOUNT.



3. Open your [GC email](#); you should have an email from careerplan@gc.cuny.edu titled “Career Services Password Reset Request.” Click the link at the bottom to set your password.



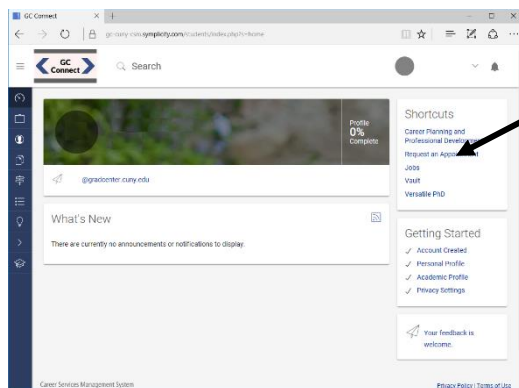
4. Enter and confirm a new password, and then click “Save.”



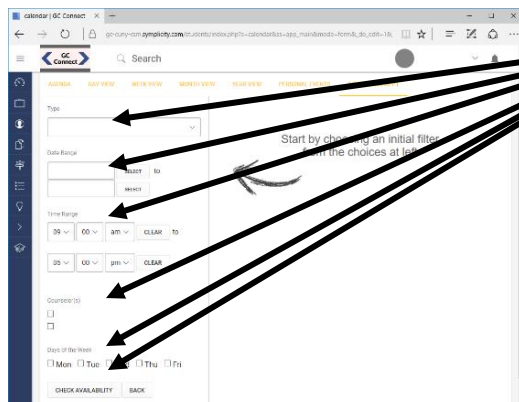
From now on, you will be able login to GC Connect using your GC email address and the password you just created.

Requesting an Appointment

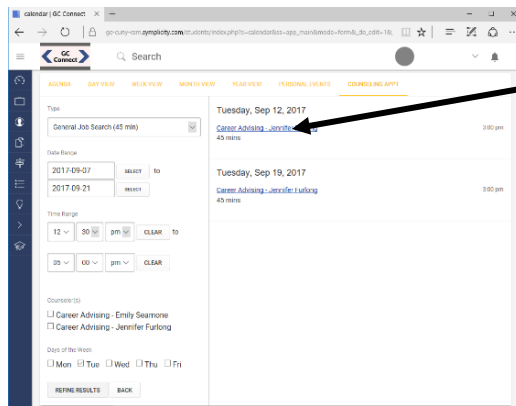
1. Log into your [GC Connect](#) account using your GC email address and your password.
2. On the right-hand side of the GC Connect home page is a list of Shortcuts. Click “Request an Appointment.”



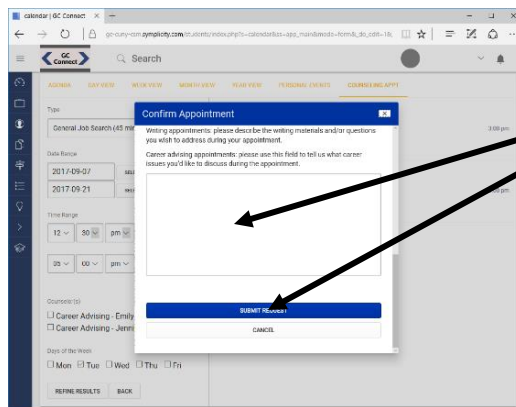
3. Select the type of appointment you wish to make as well as your preferred date range, time range, counselor(s) (if applicable), and day(s) of the week. Click “Check Availability.” (Please note that you can only schedule an appointment up to two weeks in advance.)



4. Select the appointment you want from those available that meet your search criteria.



5. Complete the required appointment confirmation form and click “Submit Request.”



6. Your appointment request has now been submitted. You should receive an email confirmation. Later, you will receive a second email indicating approval or denial of your appointment request. Both Requested and Approved Appointments are viewable in your GC Connect Calendar.

