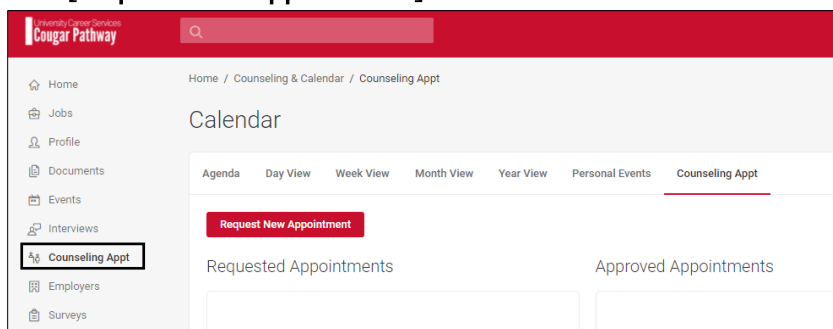


# UNIVERSITY of HOUSTON | CAREER SERVICES

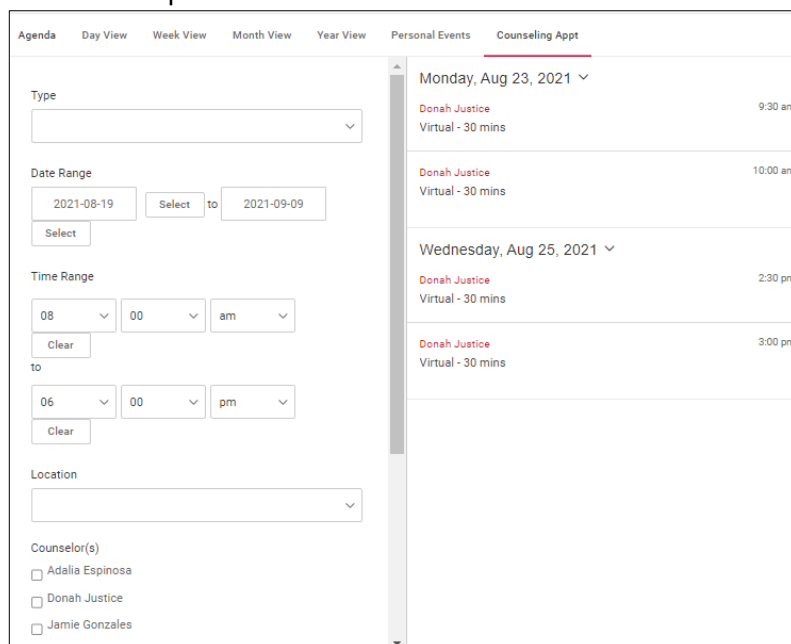
## Schedule a Career Counseling Appointment

### Steps for scheduling an appointment with a Career Counselor

1. Log into Access UH and click the Cougar Pathway icon
2. On the home page screen, look to the left-hand column and click **[Counseling Appt]**
3. Click **[Request New Appointment]**



4. Fill out the request form



### Tips for requesting an appointment

- **Type:** Identify what you support you need
- Try to leave the availability as open as possible. Simply click “Check Availability” at the bottom to see ALL availability.
- Counselors add their availability each week. If you don’t see anything, it means the counselor is booked for that week. Check back on Thursday or Friday.
- You are welcome to use virtual chats and drop-ins if you need quicker assistance.

5. After you pick the appointment, a confirmation page should appear. Make sure you complete the agreement and we encourage you to add any additional comments for the counselor.
6. Click **[Submit Request]**
7. Your appointment will be confirmed by the counselor and additional information will be provided to you via email. Make sure you check both your personal email and UH email or forward your UH email to your personal.