



Career Central - How to book an appointment

Key information:

Please choose '**CSS – Coursework Student Appointments**' for any of the below enquiries:

- Program, course and enrolment advice and decisions, including credit, permission codes and third time enrolments.
- Navigating and understanding university rules, policies and processes
- Partnership student management.
- Inbound and outbound student exchange.
- Student eForms, including program leave, third attempt, reduced study load.
- Supporting and advising students at-risk.

Please choose '**CSS Student Employability (In-Person)**' for the below CSS Work-Integrated Learning programs enquires:

- Computing Internship
- TechLauncher
- Engineering Internship
- Capstone
- ENGN8170 Group Project
- ENGN3100 Practical Work Experience

If you require assistance with your *CV, job application, interview, or any other jobs related questions*, please book the appointment with '**ANU Careers and Employability – Career Consultation**'

If you have any issues with the booking, please contact CSS Student Services (studentadmin.cecc@anu.edu.au) for assistance.

Booking instruction, step by step:

1. Access ANU Career Central site via the below link:

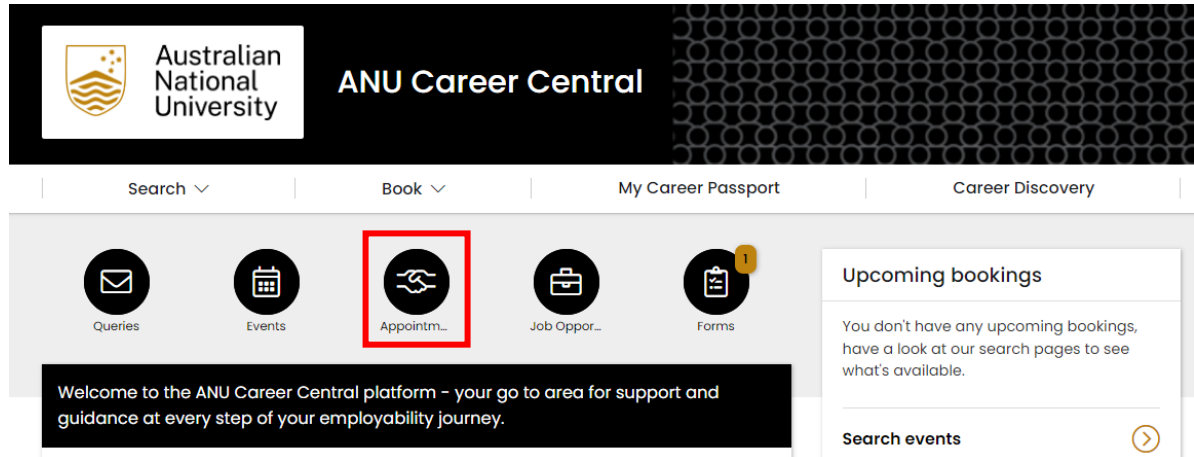
<https://careercentral.anu.edu.au/>

2. Log-in with your ANU SSO (single sign-on)

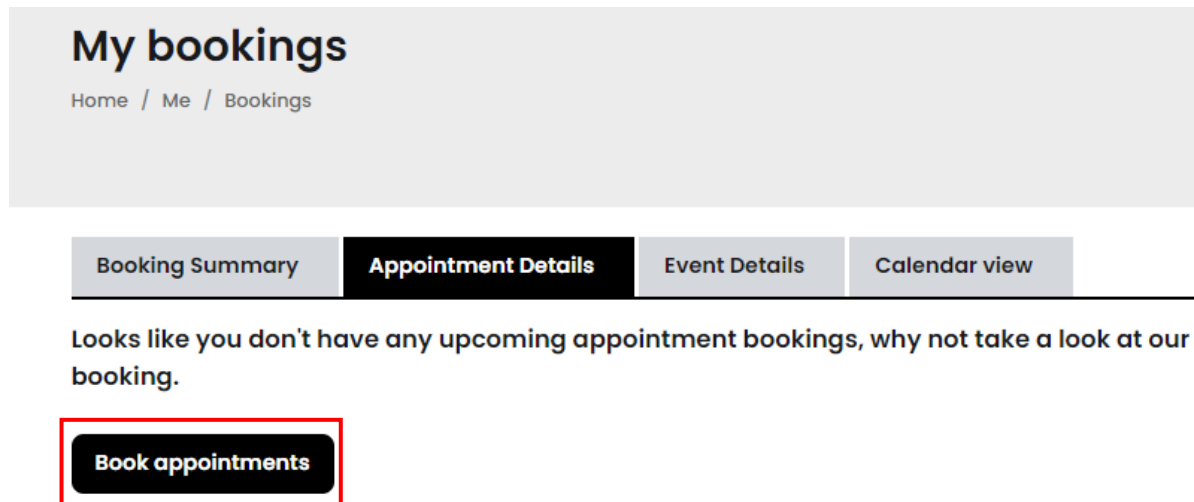
3. You will be linked to the front page of ANU Career Central



4. Click the 'Appointment' option



5. It will link to your booking page 'My Bookings'. You can find all your bookings in this page. Click 'Book appointments' option and you will be directed to the booking page with the available appointments.



6. There will be several options of appointments for you to choose, including

- ANU Careers and Employability – Career Consultation
- CSS – Coursework Student Appointments
- CSS – Student Employability (In-Person)

Depending on the purpose of the appointment, please choose the appropriate option.



Example

How to book the appointment for the Work-Integrated Learning (WIL) programs enquiries (e.g. Computing Internship, Industry Group Project, Work Experience, etc)

You will need to click 'View appointments' under **CSS –Student Employability (In-Person)**. There will be a drop-down box with the available appointments for you to book.

CSS - Student Employability (In-Person)
Provide advice on CSS WIL programs: Computing Internship, TechL... [Find out more](#)

View appointments ▾

Choose your appointment slot Show only available appointments

Date	Time	Location	Action
14-Jan-2025	14:00 - 14:15	CSIT Building 108, Level 2 South Wing, CECC Student Services Office	Book

After you choose '**BOOK**' option, you will need to select the programs which you would like to discuss with a Student Employability team member and fill in some information before you can submit your request (see below).

Your notes will help us to prepare for the appointment better so please enter as much information as possible. You can upload any documents that you would like to discuss in the consultation with us.



Your appointment booking



Time

02:00 pm - 02:15 pm

Date

14-Jan-2025

Location

CSIT Building 108, Level 2 South Wing, CECC Student Services Office

108 North Road ACTON ACT 2601

[CSS] WIL program(s) that you would like to discuss during your appointment *

Select...

[CSS] Please provide additional details *

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Please attach any supporting documentation

Choose File

No file chosen

Book Appointment >

Once you have entered all the information, click 'book appointment' to submit the request.

There will be a pop-up window to notify you that your Appointment is booked (See right).

Appointment booked

An email will be sent shortly confirming your appointment details.

Date

14-Jan-2025

Time

02:00 pm - 02:15 pm

Location

CSIT Building 108, Level 2 South Wing, CECC Student Services Office

108 North Road ACTON ACT 2601

OK



Career Central - How to cancel an appointment

You would be able to cancel or edit your booked appointment by selecting “**Appointment Details**” tab in “**My bookings**”.

My bookings

Booking Summary	Appointment Details	Event Details	Calendar view	
+ Book appointments				
1 to 1 of 1 results				
Date	Type	Time	Status	Booked On
14-Jan-2025	> CSS - Student Employability (In-Person)	02:00 PM - 02:15 PM	Booked	09-Jan-2025 - 03:29 PM
25	50	75	100	<< >>

By clicking the appointment, you will be directed to the appointment detail page. You can find two buttons at the bottom of the page, you could click “**Cancel booking**” or “**Edit**” to cancel or edit the appointment.

My bookings

Booking Summary	Appointment Details	Event Details	Calendar view
+ Book appointments			
CSS - Student Employability (In-Person) Booked			
Provide advice on CSS WIL programs: Computing Internship, TechLauncher, Engineering Internship, Capstone, ENGN8170 Group Project, ENGN3100 Practical Work Experience. Please book an appointment with an Career Consultant from ANU Career & Employability for CV/Resume review, Interview Skills and other Career enquires.			
Status	Booked	Booking made by	[Redacted]
Time	02:00 PM - 02:15 PM	Booking date	09-Jan-2025 - 03:37 PM
Date	14-Jan-2025	Booking Notes	No Notes Recorded
Location	CSIT Building 108, Level 2 South Wing, CECC Student Services Office	Appointment Notes	No Notes Recorded
Location description	108 North Road ACTON ACT 2601		
[CSS] WIL program(s) that you would like to discuss during your appointment	Computing Internship		
[CSS] Please provide additional details	Computing Internship BYO application processes.		
X Close	Cancel booking	Edit	



After clicking “**Cancel booking**”, you will be linked to the page asking you to select a reason from a dropdown (See below).

Cancel appointment

Booking Summary Appointment Details Event Details Calendar view

Confirm Appointment Cancellation

CSS - Student Employability (In-Person)

Provide advice on CSS WIL programs: Computing Internship, TechLauncher, Engineering Internship, Capstone, ENGN8170 Group Project, ENGN3100 Practical Work Experience.
Please book an appointment with an Career Consultant from ANU Career & Employability for CV/Resume review, Interview Skills and other Career enquires.

Time
02:00 PM - 02:15 PM

Location
CSIT Building 108, Level 2 South Wing, CECC Student Services Office

Date
14-Jan-2025

Cancel Reason: *

Select One

Cancel booking < Back

Once you have selected the reason why you need to cancel the appointment, then click the “**Cancel booking**” (See above).

From the main page of “**Appointment Details**” in your “**My bookings**”, you would be able to find that the appointment has been cancelled under the Status tab.

My bookings

Booking Summary Appointment Details Event Details Calendar view

+ Book appointments

Your 'CSS - Student Employability (In-Person)' appointment has now been successfully cancelled.

1 to 1 of 1 results

Date	Type	Time	Status	Booked On
14-Jan-2025	> CSS - Student Employability (In-Person)	02:00 PM - 02:15 PM	Cancelled	09-Jan-2025 - 03:29 PM

25 50 75 100 << >>