

How to Sign-In to the Virtual Career Studio:

New in May 2024! Career Design has launched a new way to sign into the Virtual Career Studio that is now easier than ever to use! Below are instructions for both desktop and mobile users.

FROM DESKTOP:

- 1. Sign into NUworks using your NU credentials.**
- 2. Click on "Counseling" on the top right tab next to your icon.**
- 3. Click on "Drop In Now". You will see a pop-up screen that says:**

Drop In Now

Thank you for joining Virtual Career Studio drop-ins!

Drop-ins are first-come, first-serve and become available to join at 3pm ET.

Summer 2024 Hours (May 6 - September 6):

Mondays: 3-5pm
Tuesdays: 3-7pm

To meet with a Career Design staff member, please select "Virtual Career Studio" below. When it is your turn, a Career Design staff member will reach out to you via Microsoft Teams. Please ensure you are signed into Teams and are ready to have a video call conversation with a staff member.

Note: Disregard the wait time message. Average wait time is 15-20 minutes. By clicking "cancel" you will lose your virtual spot in the queue.

For updated drop-in hours, check the Career Design website: <https://careers.northeastern.edu/career-design-weekly-schedule-grid/>

If you are having technical issues, please call us at: 617-373-2430.

* indicates a required field

Which team do you need to meet with? *

Cancel Continue

*Thank you for joining Virtual Career Studio drop-ins!
Drop-ins are first-come, first-serve and become available to join at 3pm ET.*

Summer 2024 Hours (May 6 – September 6)

Mondays: 3-5pm

Tuesdays: 3-7pm

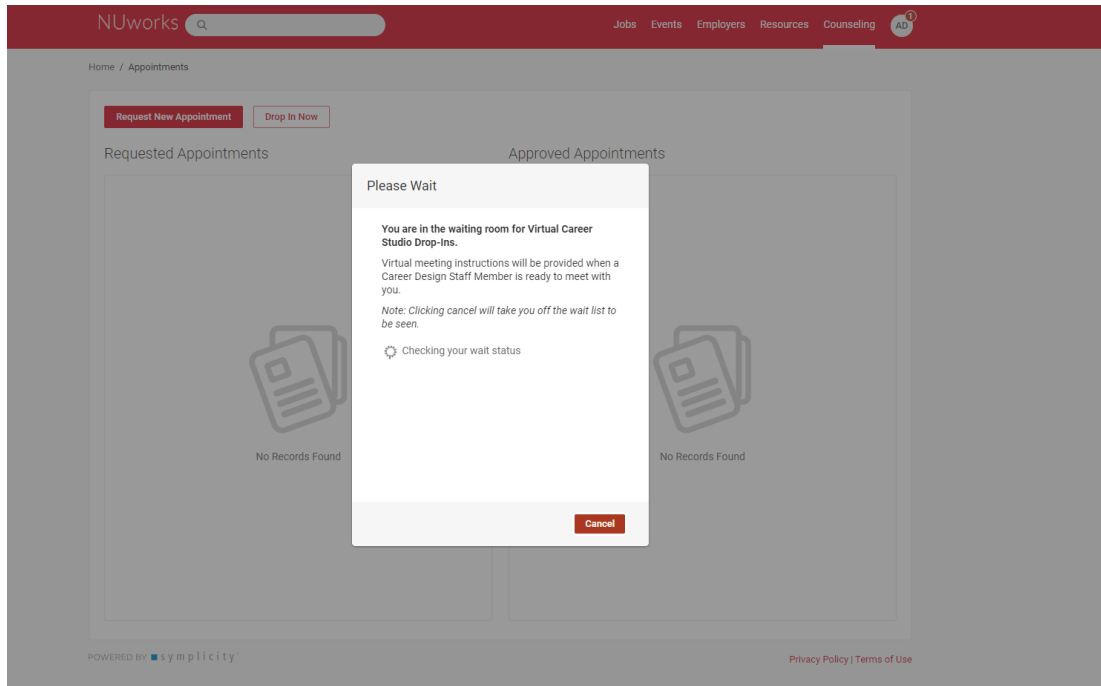
To meet with a Career Design staff member, please select "Virtual Career Studio" below. When it is your turn, a Career Design staff member will reach out to you via Microsoft Teams. Please ensure you are signed into Teams and are ready to have a video call conversation with a staff member.

Note: Disregard the wait time message. Average wait time is 15-20 minutes. By clicking 'cancel' you will lose your virtual spot in the queue.

For updated drop-in hours, check the Career Design website: <https://careers.northeastern.edu/career-design-weekly-schedule-grid/>

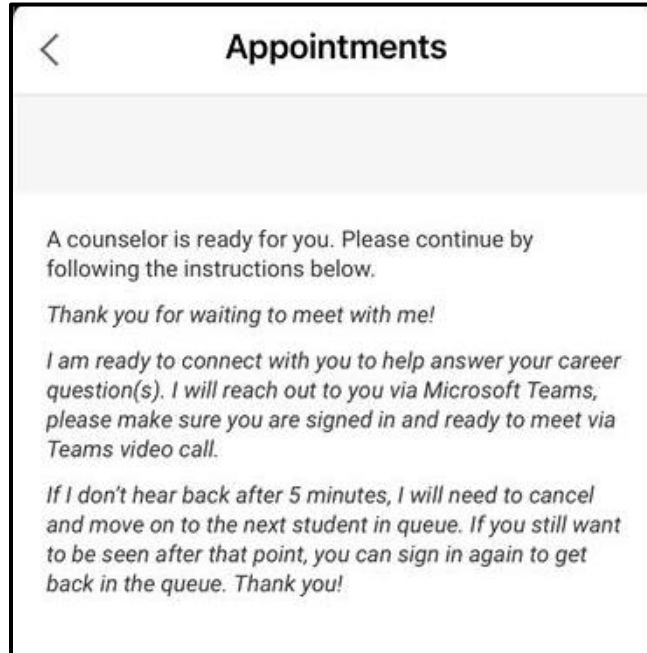
If you are having technical issues, please call us at: 617-373-2430.

4. Select "Virtual Career Studio" from the drop-down list. Click Continue. You will see the screen below.



*You are in the waiting room for Virtual Career Studio Drop-Ins. Virtual meeting instructions will be provided when a Career Design Staff Member is ready to meet with you.
Note: Clicking cancel will take you off the wait list to be seen.*

5. When a Career Design staff member is available, you will see a screen with instructions.



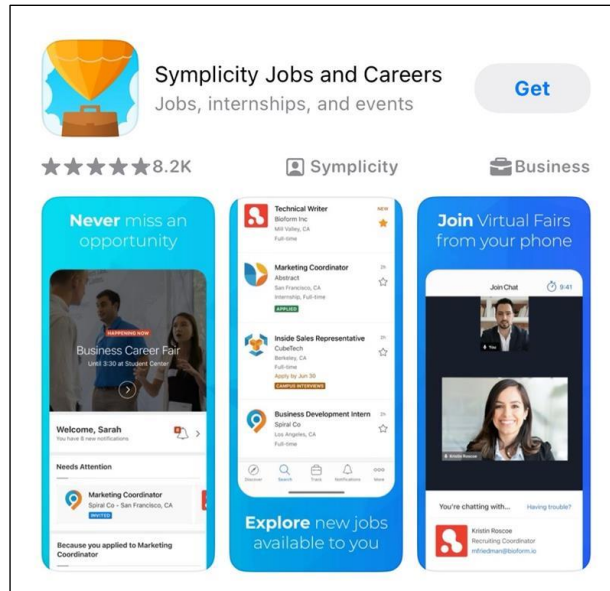
A counselor is ready for you. Please continue by following the instructions below.

Thank you for waiting to meet with me! I am ready to connect with you to help answer your career question(s). I will reach out to you via Microsoft Teams, please make sure you are signed in and ready to meet via Teams video call.

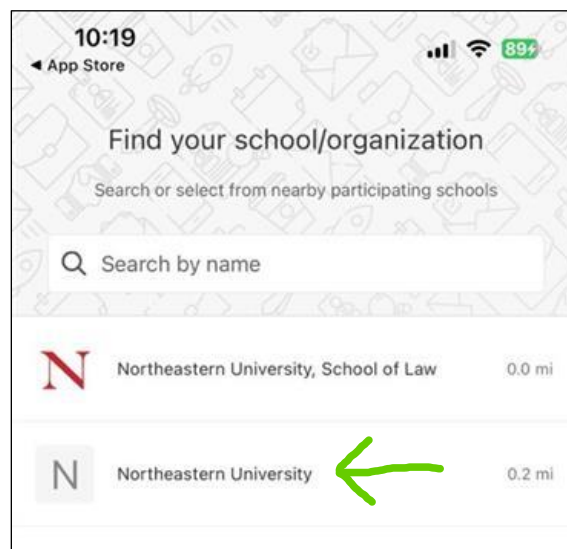
If I don't hear back after 5 minutes, I will need to cancel and move on to the next student in the queue. If you still want to be seen after that point, you can sign in again to get back in the queue. Thank you!

MOBILE INSTRUCTIONS:

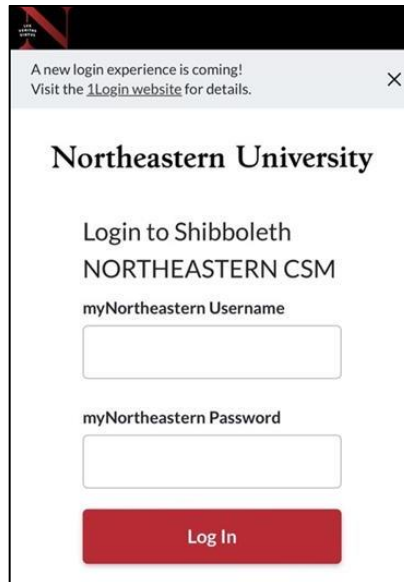
1. Download the Symplicity App



2. Search for and select “Northeastern University”



3. Sign in using your NU credentials



A new login experience is coming!
Visit the [Login website](#) for details.

Northeastern University

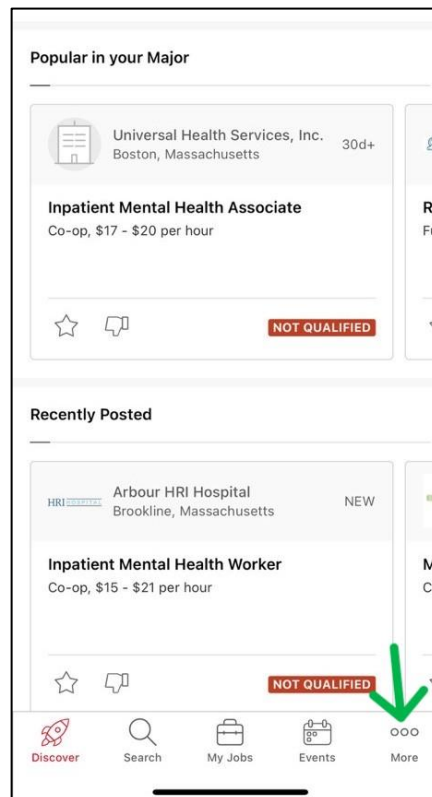
Login to Shibboleth
NORTHEASTERN CSM

myNortheastern Username

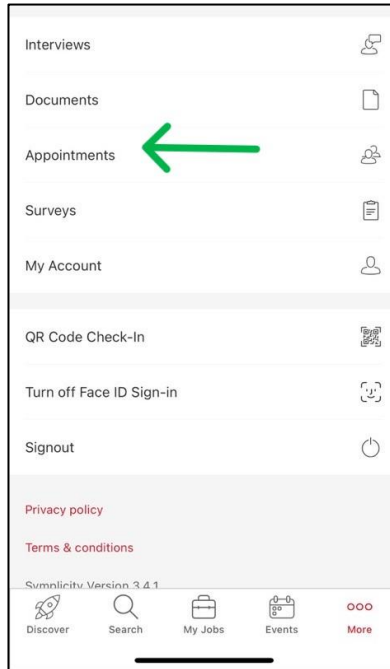
myNortheastern Password

Log In

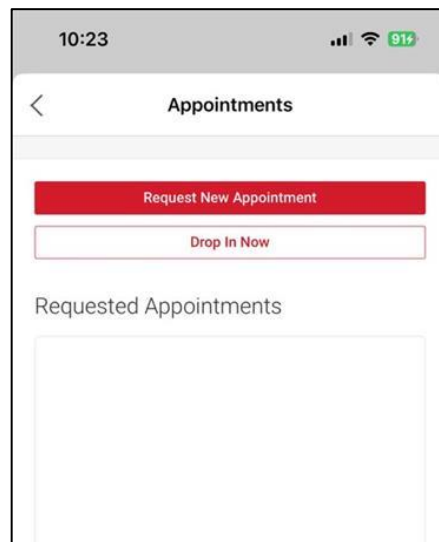
4. Click “More” in the bottom right corner (where the three dots are)



5. Select “Appointments”



6. Select “Drop In Now”



7. Select “Virtual Career Studio” from the drop-down list, then select “Continue”

The screenshot shows a web form titled "Drop In Now" with a close button (X) in the top right corner. The form contains the following text:

Thank you for joining Virtual Career Studio drop-ins!
Drop-ins are first-come, first-serve and become available to join at 3pm ET.
Summer 2024 Hours (May 6 - September 6):
Mondays: 3-5pm
Tuesdays: 3-7pm

To meet with a Career Design staff member, please select "Virtual Career Studio" below. When it is your turn, a Career Design staff member will reach out to you via Microsoft Teams. Please ensure you are signed into Teams and are ready to have a video call conversation with a staff member.

Note: Disregard the wait time message. Average wait time is 15-20 minutes. By clicking 'cancel' you will lose your virtual spot in the queue.

For updated drop-in hours, check the Career Design website: <https://careers.northeastern.edu/career-design-weekly-schedule-grid/>

If you are having technical issues, please call us at: 617-373-2430.

* indicates a required field
Which team do you need to meet with? *

Below the text is a dropdown menu with a downward arrow. At the bottom of the form are two buttons: "Cancel" and "Continue".

*Thank you for joining Virtual Career Studio drop-ins!
Drop-ins are first-come, first-serve and become available to join at 3pm ET.
Summer 2024 Hours (May 6 – September 6)
Mondays: 3-5pm
Tuesdays: 3-7pm*

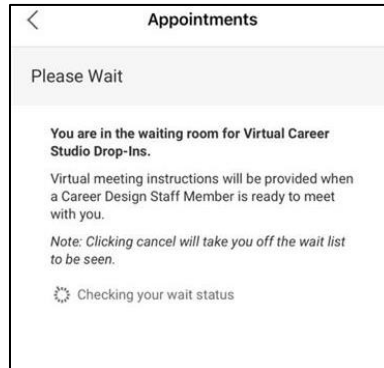
To meet with a Career Design staff member, please select “Virtual Career Studio” below. When it is your turn, a Career Design staff member will reach out to you via Microsoft Teams. Please ensure you are signed into Teams and are ready to have a video call conversation with a staff member.

Note: Disregard the wait time message. Average wait time is 15-20 minutes. By clicking ‘cancel’ you will lose your virtual spot in the queue.

For updated drop-in hours, check the Career Design website: <https://careers.northeastern.edu/career-design-weekly-schedule-grid/>

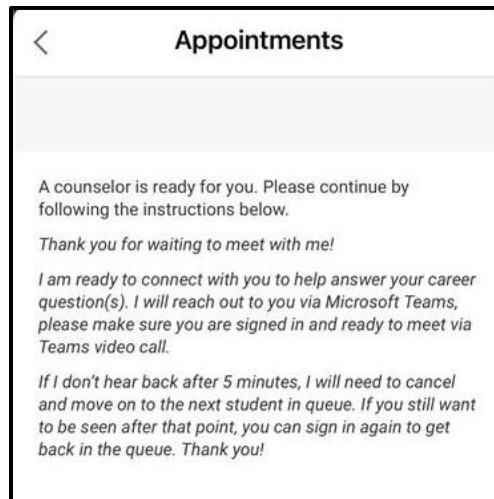
If you are having technical issues, please call us at: 617-373-2430.

8. You will see the screen below while in the waiting room:



*You are in the waiting room for Virtual Career Studio Drop-Ins. Virtual meeting instructions will be provided when a Career Design Staff Member is ready to meet with you.
Note: Clicking cancel will take you off the wait list to be seen.*

6. When a Career Design staff member is available, you will see a screen with instructions.



*A counselor is ready for you. Please continue by following the instructions below.
Thank you for waiting to meet with me! I am ready to connect with you to help answer your career question(s).
I will reach out to you via Microsoft Teams, please make sure you are signed in and ready to meet via Teams
video call.
If I don't hear back after 5 minutes, I will need to cancel and move on to the next student in the queue. If you
still want to be seen after that point, you can sign in again to get back in the queue. Thank you!*

We hope to see you soon! If you have any technical issues, please call us at: 617-373-2430.