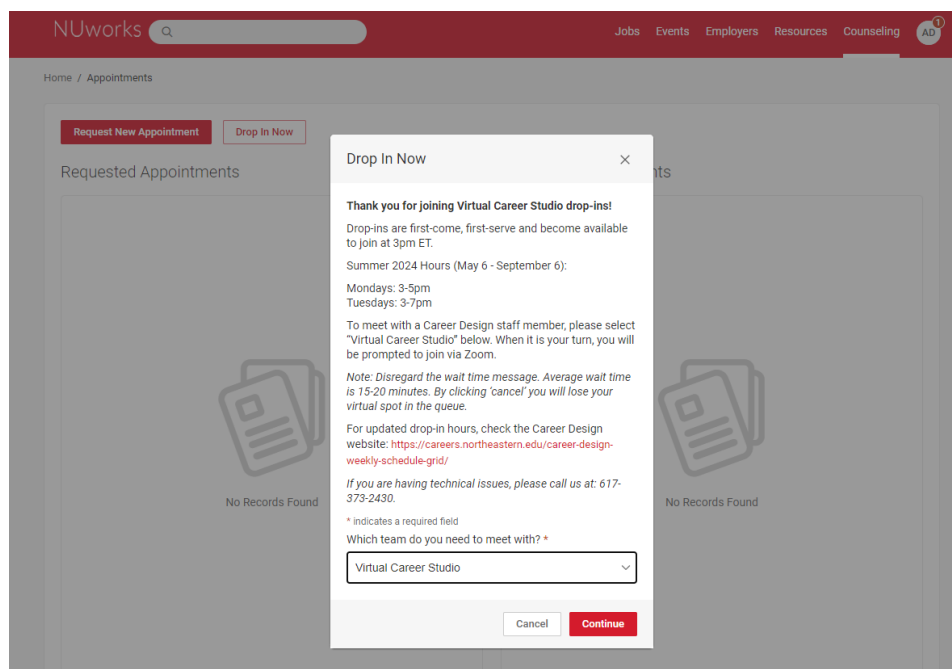


## How to Sign-In to the Virtual Career Studio:

*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:**



*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*

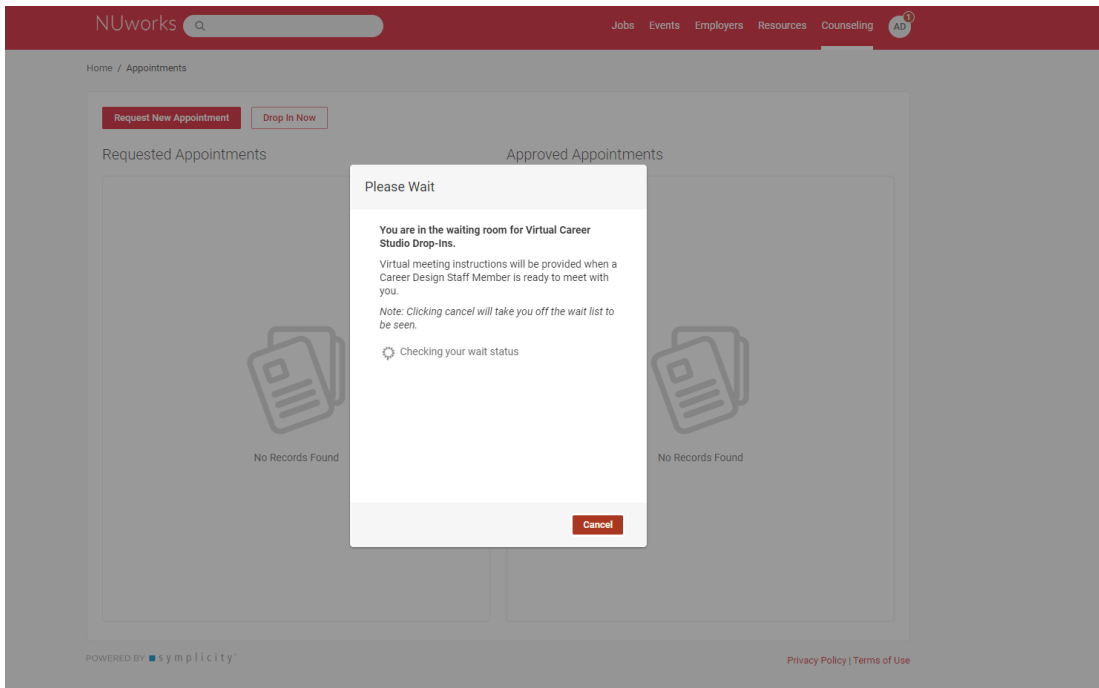
*To meet with a Career Design staff member, please select “Virtual Career Studio” below. When it is your turn, you will be prompted to join via Zoom.*

*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.*

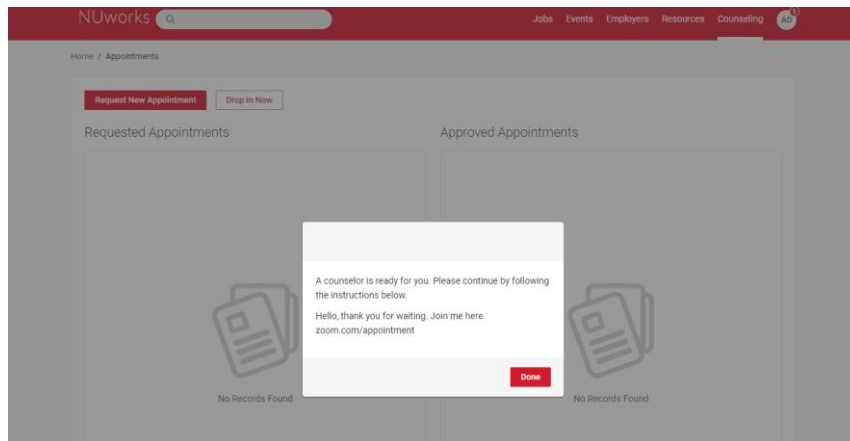
4. Select "Virtual Career Studio" from the drop-down list. Click Continue. You will see the screen below.



*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.*

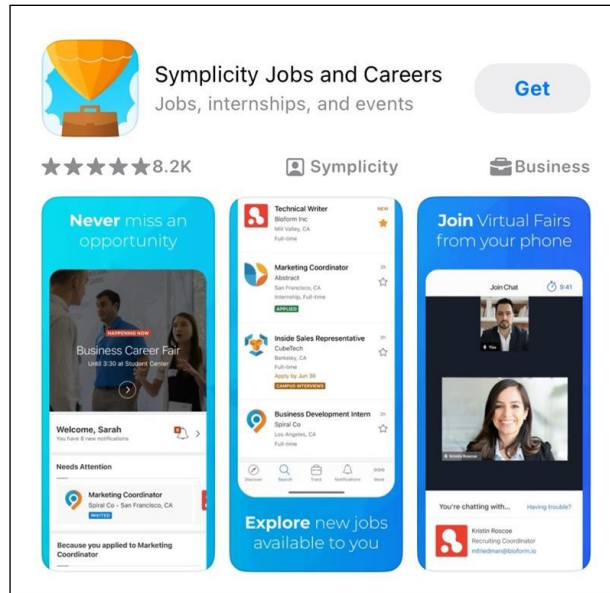
5. When a Career Design staff member is available, you will see a screen prompting to join them via Zoom.



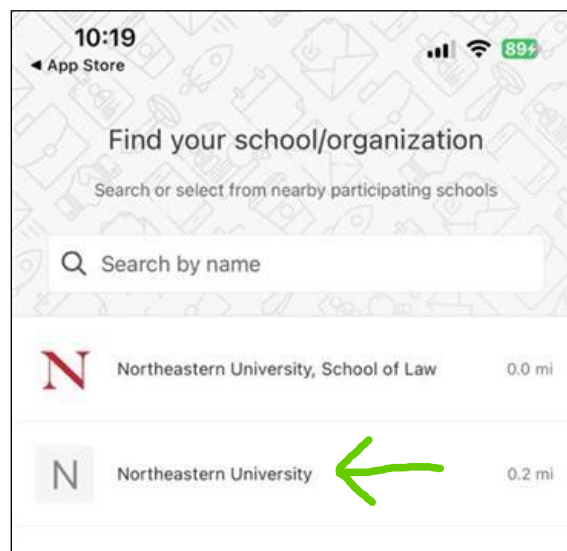
*A counselor is ready for you. Please continue by following the instructions below.  
Hello, thank you for waiting. Join me here [Zoom link].*

## MOBILE INSTRUCTIONS:

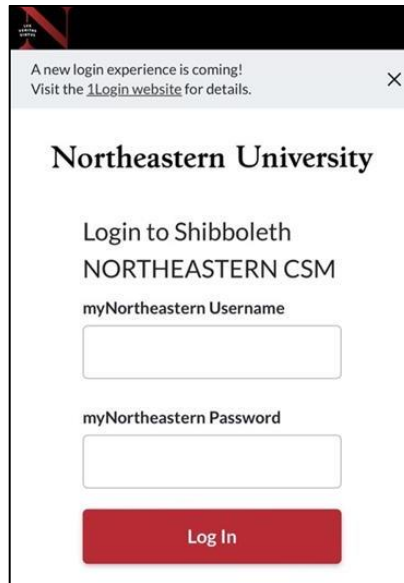
### 1. Download the Symplicity App



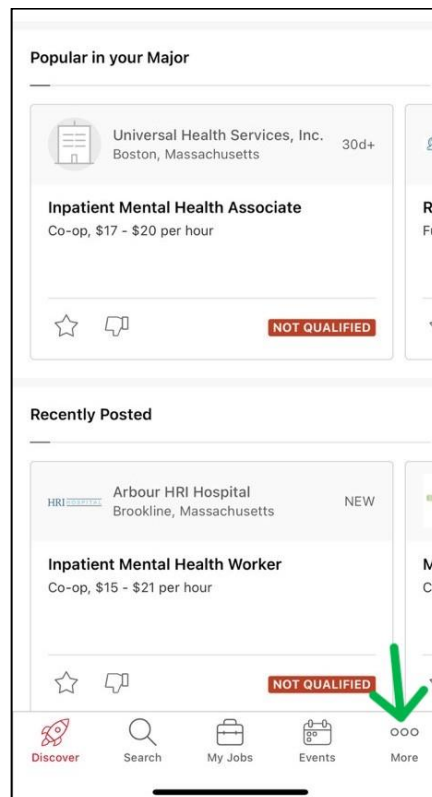
### 2. Search for and select “Northeastern University”



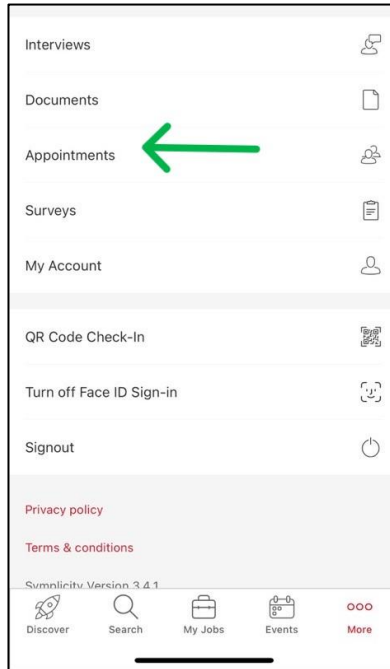
### 3. Sign in using your NU credentials



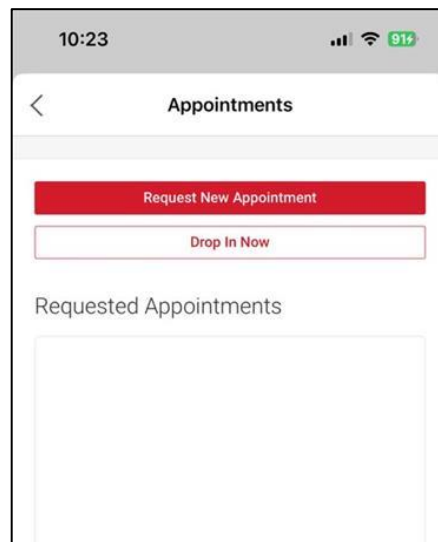
### 4. Click "More" in the bottom right corner (where the three dots are)



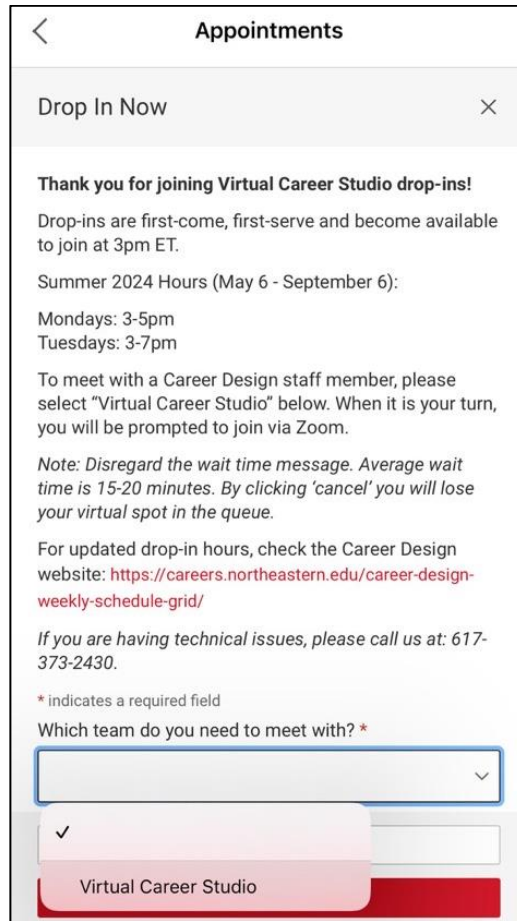
### 5. Select “Appointments”



### 6. Select “Drop In Now”



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



*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*

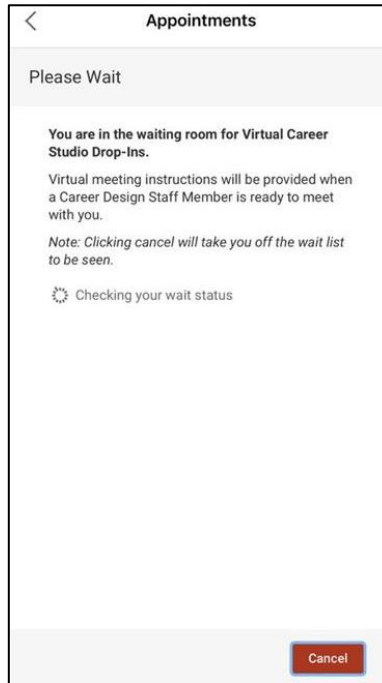
*To meet with a Career Design staff member, please select “Virtual Career Studio” below. When it is your turn, you will be prompted to join via Zoom.*

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8. When a Career Design staff member is available, you will see a screen prompting to join them via Zoom.



*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.*

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