

INSTRUCTIONS HOW TO LOGIN TO CAREERS ONLINE WEBSITE TO SCHEDULE APPOINTMENTS, RSVP FOR EVENTS, SEARCH FOR JOBS AND INTERNSHIPS, ETC.

- Log onto John Jay Careers Online – www.jjay.cuny.edu/careers
- Username: firstname.lastname@jjay.cuny.edu (this is your John Jay email)
- Password: It is not the same password for your John Jay Email. If you are not sure, click on Forgot Password – it will take you to another page and you enter your username and click Go and your password will be sent to your John Jay email account. *If you are having problems accessing your John Jay email account you need to contact the Information Technology Helpdesk at 212-237-8200.

To Make an Appointment

1. Log-in. Click “Request a Counseling Appointment” under “Shortcuts” on the right hand side of your screen.
2. Select the type of appointment you are requesting.
3. If you have a preference of counselor, select that person’s name.
4. Available appointments will then appear in the calendar screen. If no dates appear, there are no appointments available.
5. We post available counseling times each Monday morning at 9AM for the **following** week.

To View Jobs and/or internships:

1. Log-in. Click “Jobs & Internships” on the top tool bar. Then click “John Jay Careers Online Jobs”
2. Use the filters to look for specific employers, types of jobs, or types of internships.

To RSVP For An Event or Workshop:

- Log-in. Click “Events” on the top tool bar to look for specific types of fairs, information sessions, or workshops. Or Click “Calendar” to view events by date.
- Click the event title from either screen to see more information.
- If you plan to attend, click “RSVP” at the bottom of the screen.

If you have any problems accessing the website please call 212-237-8754 or email us at careers@jjay.cuny.edu