How to make a Career Coaching appointment in WPC Connect

1. Login to WPC Connect (direct link: https://apps.wpcarey.asu.edu/mbafocus)

2. Go to Dashboard and click the “Career Coaching” tab

3. Click on “Career Coaching Appointments”
4. Choose the coach and date you’d like to sign up for and click “sign up”

5. Choose the time slot you would like to sign up for
6. Select the reason for the meeting from the drop-down menu and add any relevant notes so that the coach is prepared for the meeting. When you have completed everything hit the “submit” button.