



جامعة زايد  
ZAYED UNIVERSITY

# Career counselling

How to access Career Counselling Service

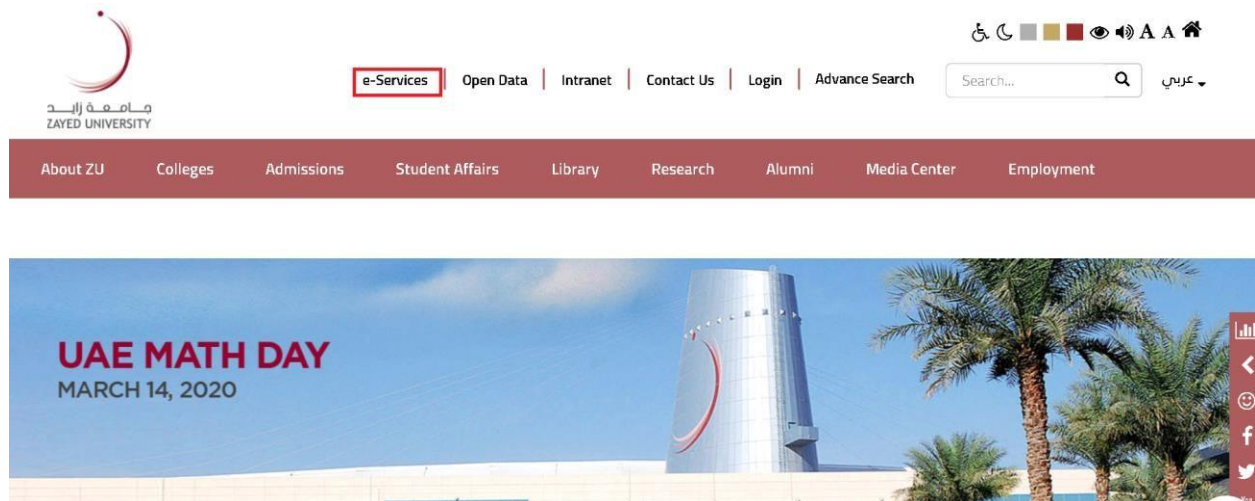
# Table of Contents

<b>Getting Started .....</b>	<b>3</b>
<b>Login .....</b>	<b>3</b>
<b>Start the Career Counselling Service .....</b>	<b>4</b>

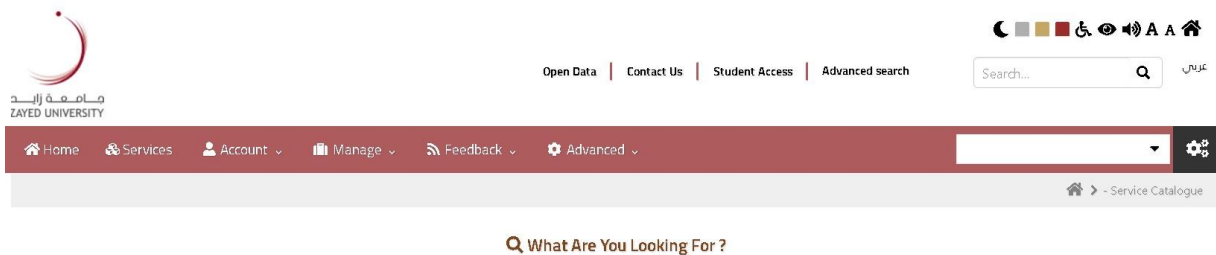
# Getting Started

---

1. To access Career Counselling from eServices, visit the following link:  
**https://eservices.zu.ac.ae/**
2. Or go to ZU main website **http://www.zu.ac.ae** 3. Click on **e-Services** from the top bar menu.



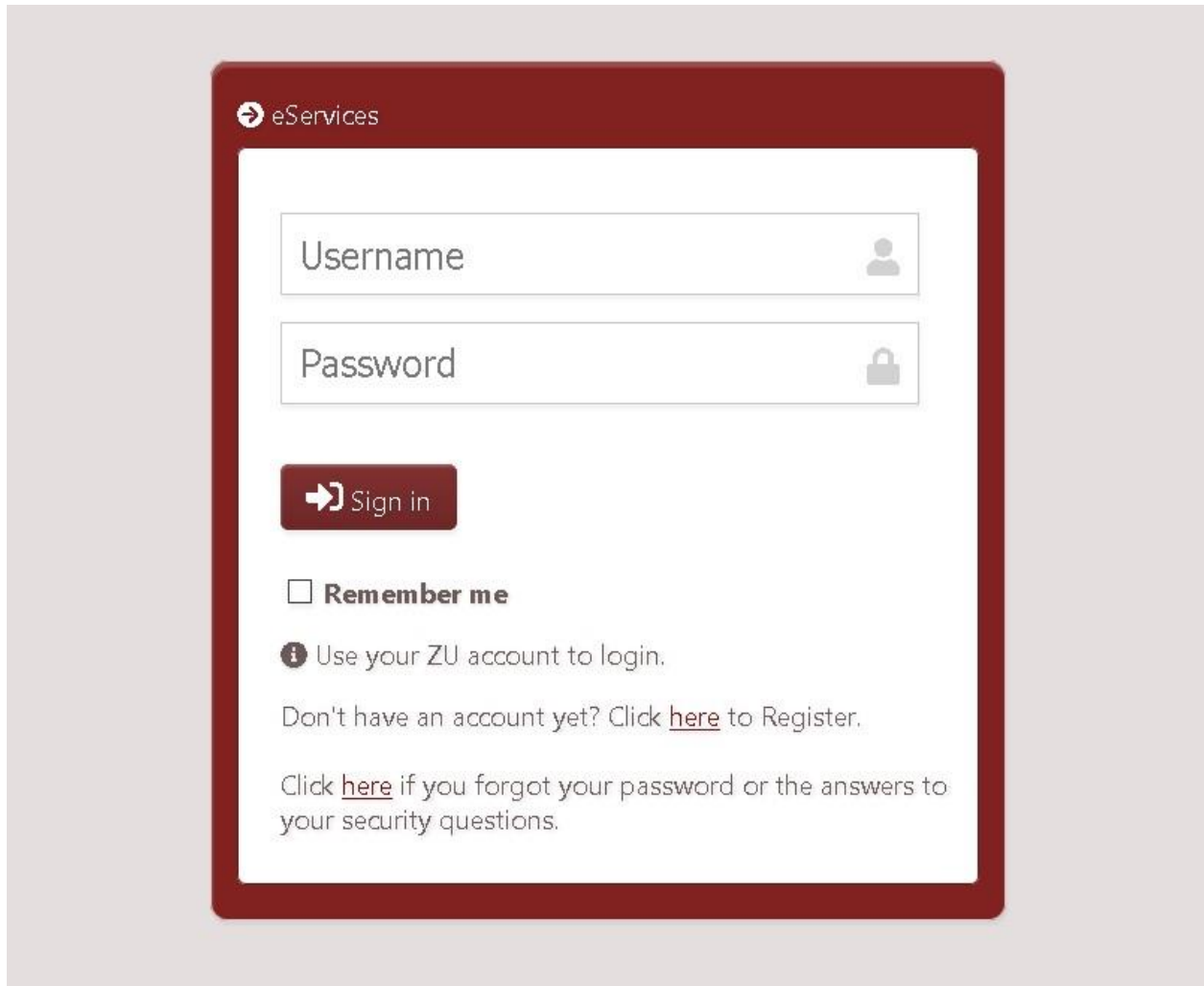
4. **e-Services** home page will be displayed as below.



# Login

---

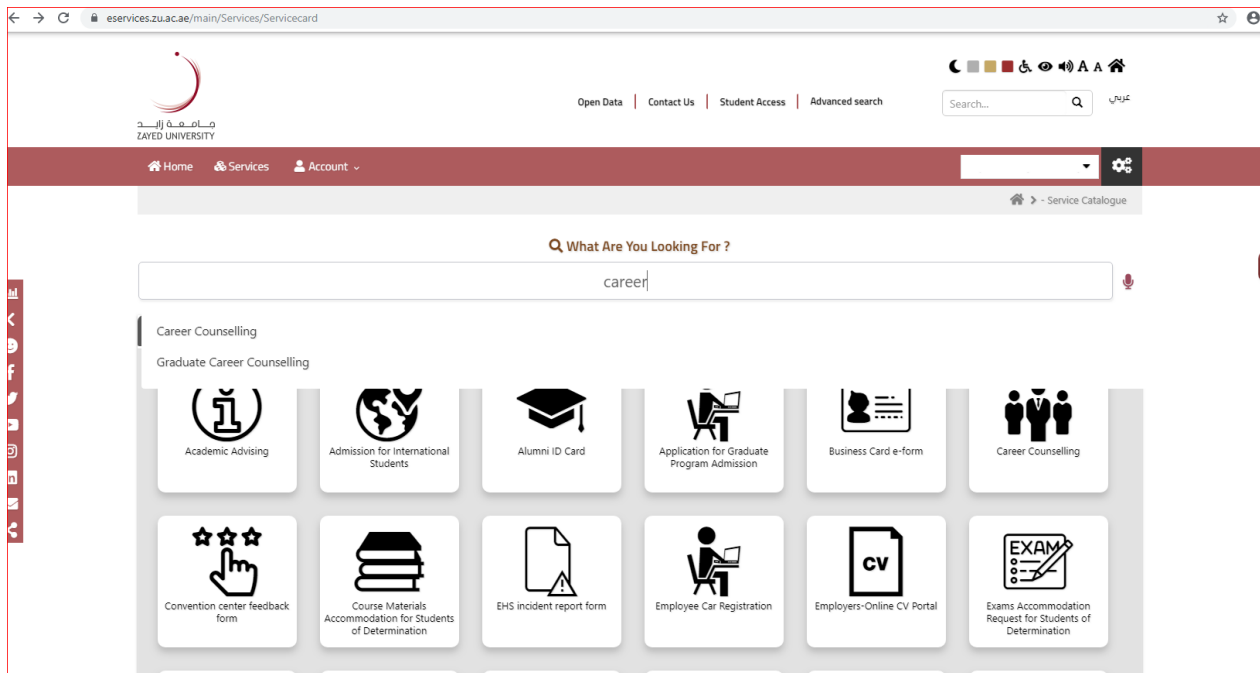
1. Type in your **Username**, **Password** and click on **Sign in** in the login screen.



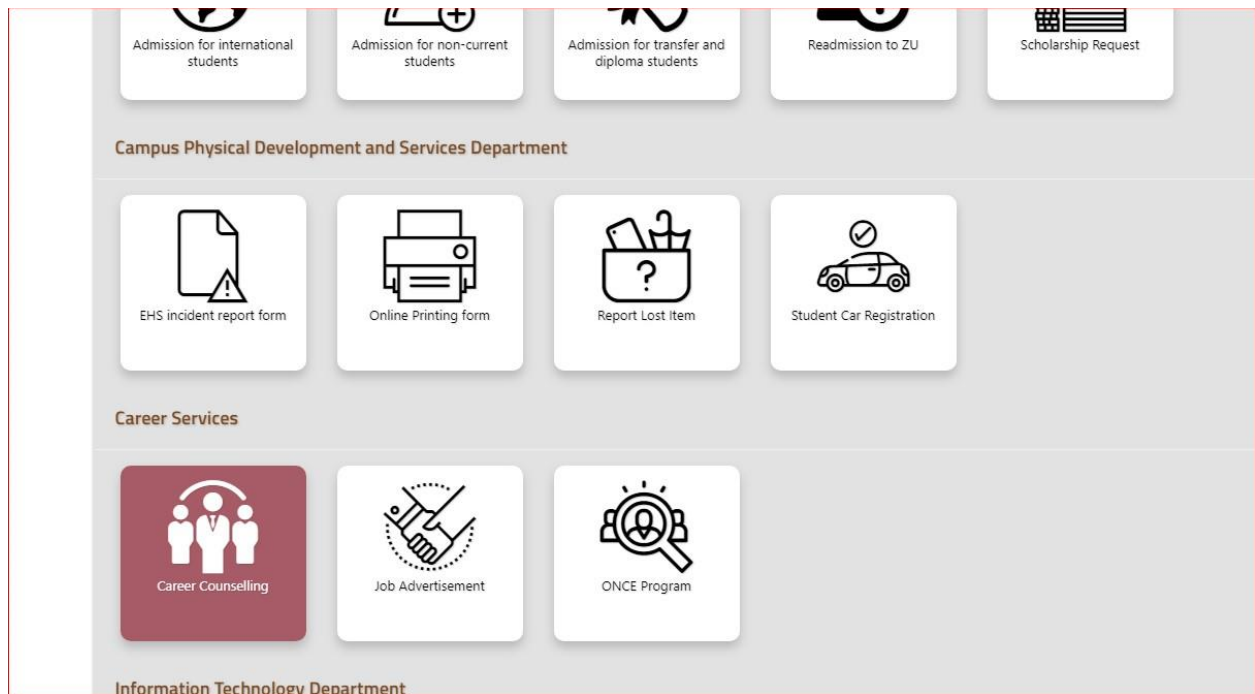
## Start the Career Counselling Service

---

1. To start using the **career counselling** service, you need to search for that service,



2. Then click on the **service card**, or you can immediately click on the **service card**.



3. After reading the service card details, click on **Login** if you have not yet logged-in to the portal, Click on **Start** if you have already logged-in.

The screenshot displays the Zayed University e-services portal. The browser address bar shows the URL: `eservices.zu.ac.ae/main/Services/Servicecard/Undergraduate/Career-Counselling`. The page header includes the university logo, navigation links (Home, Services, Account), and a search bar. The main content area is titled 'Undergraduate Career Counselling'. A prominent red 'Start' button is visible. Below it, the service card details are shown:

<b>Start</b>	<b>Service Time</b> Services provided within one working day	<b>Service Card Rating</b> ★★★★★ (5 / 5)	<b>Service Channels</b> User guide and tools
<b>[SCO-S-2] - Career Counselling</b>	<b>Service Fee</b> N/A	Transactions: 800 Other Transactions: 342	QR code with text: Scan using your mobile!

Information Last Updated Oct 17, 2018

The 'Description' section is expanded, showing a list of options on the left: Procedures, Target Audience, Required Documents, Service Contact, and Terms and Conditions. The main description text reads: 'Provide career awareness and coaching to students on decision making and career choices.'

4. Once **Start** button is clicked, students will be redirected to the appointment request page.

The screenshot shows a web browser window with the URL `careers.zu.ac.ae/Client/Calendar/CareerAppointment/Form?id=11%2F4%2F2019%2010:53`. The page header includes the Zayed University logo and navigation links: [Open Data](#), [Contact Us](#), [Student Access](#), and [Advanced search](#). A search bar is located in the top right. Below the header is a navigation bar with [Home](#), [Services](#), [Account](#), and [Back to service card](#). The main content area features a green progress bar at 50%. The form includes the following fields:

- Subject:**
- Description:**
- Date Start:**
- Date End:**
- Time Start:**
- Time End:**
- Category:**
- Counsellor:**
- Attachment:**  No file chosen
- 
- 

5. If the logged-in user is not student, it will display below message.

