SCHEDULE AN APPOINTMENT WITH CAREER SERVICES

Create a Purple Briefcase Account

https://app.purplebriefcase.com/pb/account/login?

*If Purple Briefcase “cannot find an account associated with the entered email address”, please create a Pending Account. A Career Expert will approve your account.*

Find a Career Expert

From the Homepage, find and click “Career Experts”. 
Schedule an Appointment

Click on the Calendar icon to select an appointment type, date, and time.

Select an Appointment Type

*If you do not see the specific service you are looking for, please send the career expert an email.*
Select a Day

*Available dates will be highlighted blue.*

Select a Time
Enter Details

Enter your name, email, and any additional information we may need to prepare for your appointment. Please provide your phone number if you are requesting a phone appointment. A Career Expert will call you at the appointment time you have selected. Once you have entered that information, click “Schedule Event”.

Confirmation

You should receive a confirmation email with your appointment details. Please email a Career Expert if you do not receive a confirmation email to ensure your appointment has been scheduled.