

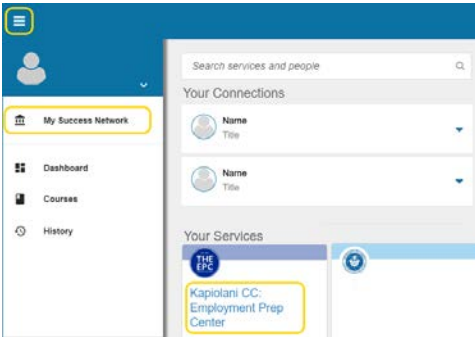
Creating an appointment with MySuccess

Go to <https://myuh.hawaii.edu>

Sign in to your account using your UH username and password

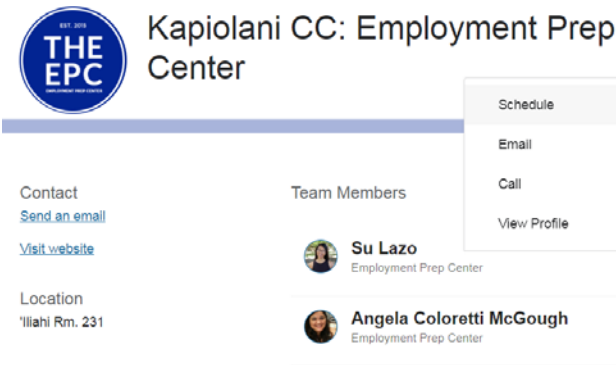


Click on the “MySuccess” tile

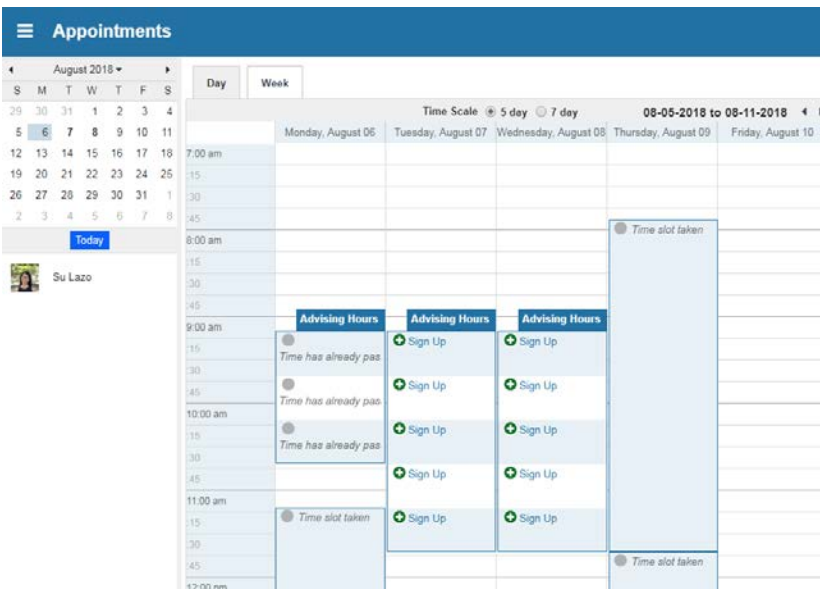


A new tab will open, click on “My Success Network” on the left-hand side of the navigation panel.

Search for “Kapiolani CC: Employment Prep Center.” Click on the link.



An overview page will load, showing “Team Members.” Select an advisor, press the triangle (▼) and select “Schedule.”



Find an available time slot. Select “Sign Up” to book the appointment.

- We recommend a full hour for your very first resume or interview appointment
- and ½ hour for any follow-up appointments

Select a reason for the meeting from the drop-down menu and click “Submit.”

You will receive a confirmation at your @hawaii.edu email.