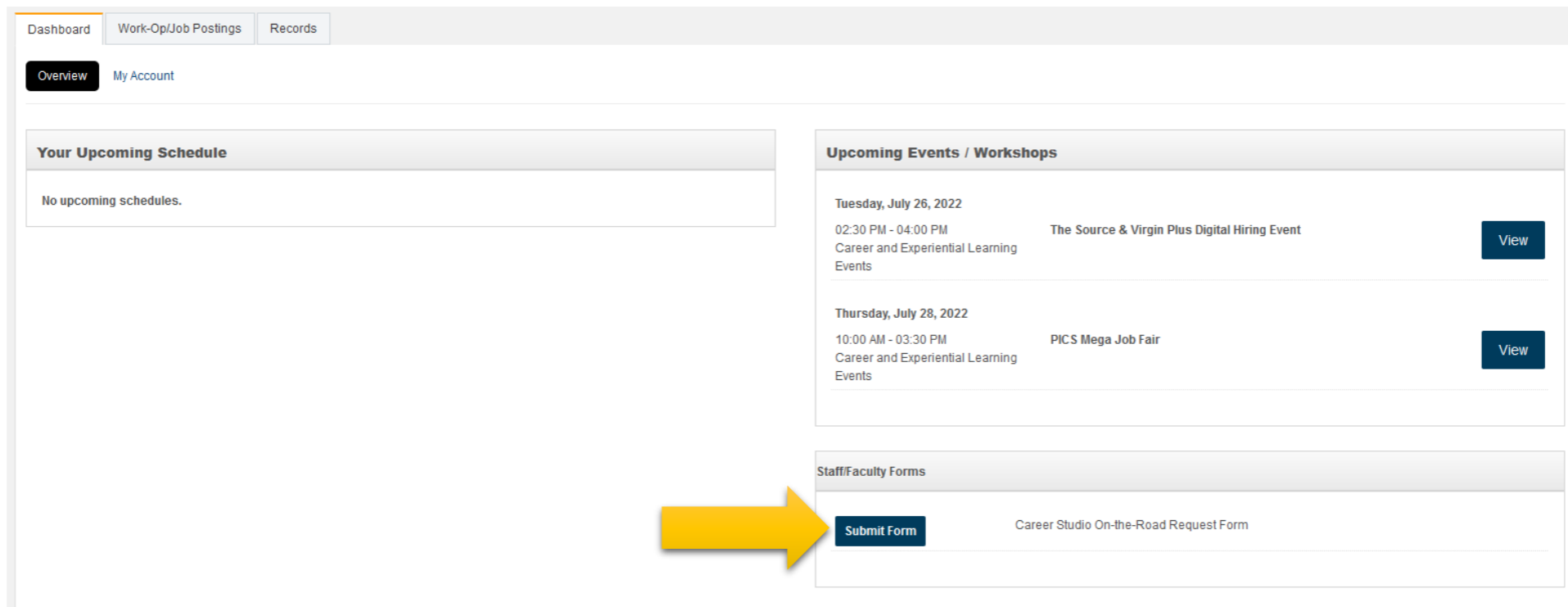
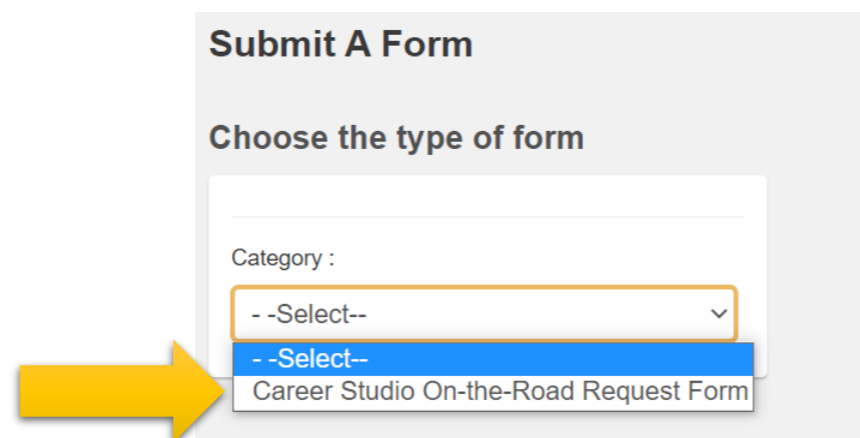


How to Submit a Request for Career Studio On-the-Road

1. Login to your Staff/Faculty account in [CareerVIU](#).
2. From the Dashboard, click on the “Submit Form” button on the right hand side of the page in the Staff/Faculty Forms section.



3. In the category drop-down box select “Career Studio On-the-Road Request Form”



4. Once you select the form it will now open for you to complete. Complete all of the fields in the form and then click “Submit” at the bottom of the page.

CAREER STUDIO ON THE ROAD

Welcome to Career Studio On-the-Road! Complete this form to book Career Services in your classroom or at an event.

* Please specify the type of service required:
-select-

Please tell us which faculty or program this request is being submitted for.
* Faculty Name or Program

Please enter the name of your course.
* Course Name

Please provide the class section(s) this is being requested for.
* Section

Please provide three preferred date and time selections with desired date and time first.
* Date choice one

* Preferred date one class times

* Date choice two

* Preferred date two class times

5. The CareerVIU system will notify the Career Studio team of your request. The team will contact you to confirm the date of the requested service from the three dates that you provided.