

Schedule an Appointment in Handshake

1. Click the [Career Center] tab in the top right corner of your screen
2. Select “Appointments” from the drop-down menu
3. Click the **blue** [Schedule A New Appointment] button at the top left of your screen
4. Select your classification
5. Select the type of appointment and your preferred appointment time and date
6. Provide a brief description of the assistance you are seeking, as well as any questions you may have in the “What can we help you with?” box.
★ If you are scheduling an appointment for class credit, please put that in this box.
7. Confirm your appointment by clicking the **green** [Request] button in the bottom right corner.

For a Handshake article with screenshots (scroll down for mobile instructions):

<https://support.joinhandshake.com/hc/en-us/articles/219133257-Request-an-Appointment-with-your-Career-Center>