

**Schedule an appointment with a Career Coach in Handshake**

Check out this step by step guide to schedule an appointment

<https://support.joinhandshake.com/hc/en-us/articles/219133257>

1. ***Career Center*** dropdown at the top of your screen and select ***Appointments.***

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1. On the following page, you'll see any past and upcoming appointments you have scheduled. To request a new appointment, click the ***Schedule a New Appointment*** button.



1. You will see the option to pick a ***category*** and ***type*** of appointment.
2. ​Select the category and type of appointment you are interested in scheduling.​You will be taken to the next available appointment times once you have selected an appointment category and type.



1. **Click** on a time that works for you or **click** on staff member to see the availability of different staff members.
2. Enter details about the appointment in the **What can we help you with?** section and then **click *Request*** at the bottom of the screen. 
3. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.

 

1. Make sure that you check your notifications for updates to the status of your appointment.