**How to schedule an appointment for Career Counseling with the Graham Office**

* Log into Handshake by going to<https://uky.joinhandshake.com/>.  Current students already have accounts. Just use your link blue credentials to log in.
* Select **“Career Center”** on navigation menu at the top of the page
* Choose “**Appointments**” from the drop-down menu.
* Next click **“Schedule A New Appointment”** at the top left corner of the page
* Choose the category: BUSINESS MAJORS: Graham Office of Career Management
* Choose an “**Appointment Type**” that best corresponds with your current needs
* Choose the appointment slot that works best with your schedule. You may toggle between weeks, days, appointment types, staff member, etc. at the top of the page.
* Be sure to click “**Request**” at the bottom of the page after you complete a very brief survey to help your career counselor prepare. Your appointment will be confirmed and you will also get a reminder via email prior to your appointment.

*Don’t see an appointment slot matching your availability? Feel free to stop by our office in B&E 132 or contact us at* [*gattoncareer@uky.edu*](mailto:gattoncareer@uky.edu) *or 859-257-2001.*