



HOW TO SCHEDULE ADVISING APPOINTMENTS IN HANDSHAKE

HOW TO SCHEDULE:

- Log in to Handshake
- Click Career Center
- Choose Appointments
- Click blue Schedule a New Appointment
- Select current student status (first-year, alumni, etc.)
- Choose Appointment Type
- Select a date to view available appointment
- To see availability of a specific career advisor, select a name from Staff Member drop-down menu
- Select desired appointment time
- Answer "What can we help you with?"
- Click green Request button

You will receive an email confirmation from Handshake with your appointment details.

The location of your appointment is listed under Appointment Medium.

HOW TO MODIFY OR CANCEL:

- Log in to Handshake
- Click Career Center
- Choose Appointments
- Select appointment to be modified under Upcoming Appointments

TO CANCEL:

- Click red Cancel Appointment button
- Write message to career advisor explaining why you must cancel
- Click blue Send button

TO RESCHEDULE:

You must first cancel your existing appointment. Then follow the steps to schedule a new appointment above.

CONTACT US

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**University of
Dayton**