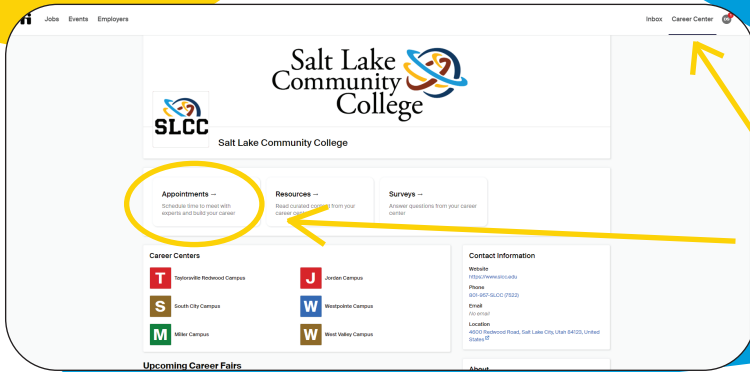


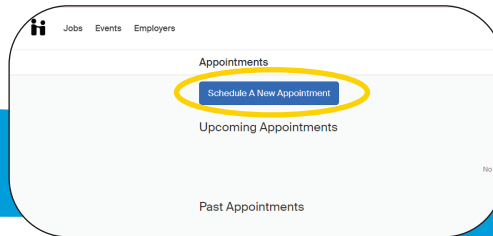
Making an Appointment with a Career Coach



Log into your Handshake account
(slcc.joinhandshake.com)

Go the Career Center tab

And click the appointments button



There you can see upcoming and past appointments

As well as schedule a new appointment by clicking the the blue button

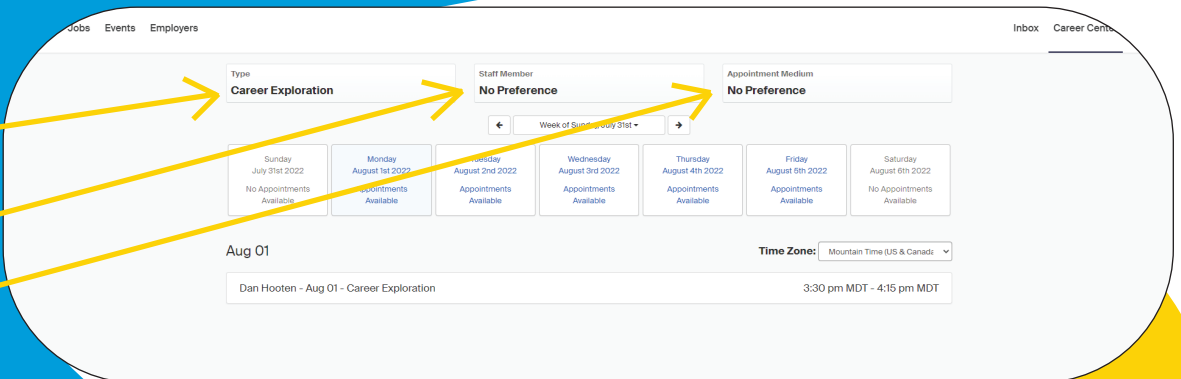
Next you will choose your appointment type and then you will be directed to the page below to choose the date and time that works best for you

On this page you can filter your options

Appointment type (if you need to change it)

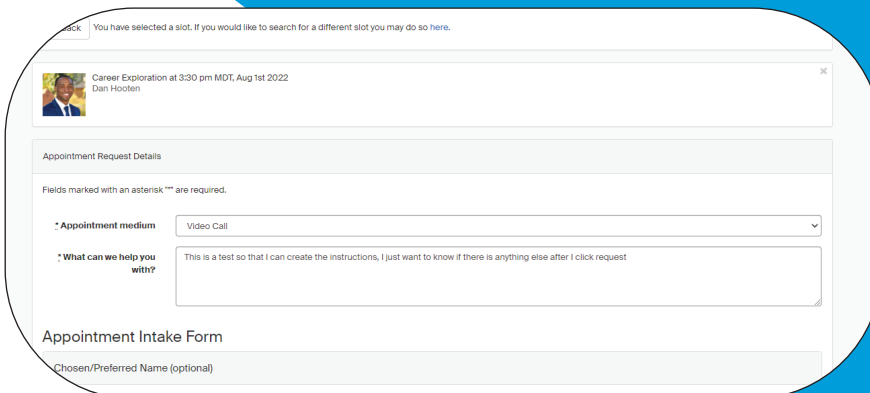
Filter by a specific Coach

Or filter by appointment medium (in person, virtual or phone)



From there you will fill out the appointment intake form

Only some fields are required, but the more you fill out the better we can prepare to help you when we meet



When you are done with the form click the green "request" button at the bottom of the page

You will receive an email confirming your appointment and you will be all set