



OYO¹: HANDSHAKE CAREER APPOINTMENT

Here's how to schedule an appointment with a career advisor

1 | Login to Handshake.

Can't login? See our Handshake Student Login info sheet.

2 | Select 'Appointments' under 'Career Center' header.



3 | Click on the 'Schedule a New Appointment' button.



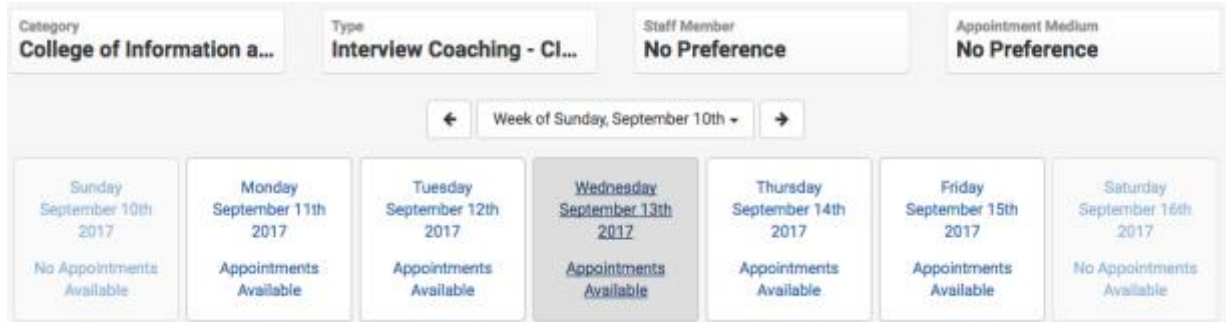
3 | Pick your Category (CICS) and Appointment Type.



Choose whichever option most closely matches your need. This selection helps us to prepare for your appointment.

Note: The list is personalized based on your profile. You may not be eligible for all appointment types.

4 | Use the arrows and calendar to find the date you want the appointment.



5 | Select the timeslot you want and click 'Request'.

Request The more information you provide before the appointment, the better we can help.

6 | Review or edit your appointment by returning to 'Appointments'.

Handshake provides the option to cancel your appointment. Don't "no-show"!

¹ On-your-own "OYO" resources help you begin to find answers to your questions now.

For more information or other career-related questions, contact our **CICS Careers** team.

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