



How to Schedule an Appointment on Handshake

Log in to your Handshake account

- Go to <https://up.joinhandshake.com/> or find the Handshake link in your apps on PilotsUP
- Sign in using your UP email and password
 - If this is your first time signing in to Handshake, you will be prompted to answer a few quick questions in order to activate your account

Click on the “Career Center” tile on your Handshake home page

- Next, select the “Appointments” option on the Career Center page
- Then select “Schedule a New Appointment”

Select a department/category

- Read the category descriptions to select the right appointment for you
 - Career Education Center
 - Office of Undergraduate Scholarly Engagement

Select an appointment type

- Read the appointment descriptions to select the right appointment for you

Choose your appointment date

- Click on “Week of...” to view appointments for the week you are interested in
 - Handshake will default to the first available appointment, so be sure to **DOUBLE CHECK** the date and time in the list below
- Click on the appointment you want to request

Choose your appointment medium

- We offer a variety of appointment mediums to meet your needs, including phone appointments and “Virtual on Handshake” appointments using Handshake’s video platform (similar to Zoom)
- Please include your phone number in the notes, even if you requested a video appointment

What can we help you with?

- Write a brief note to tell us what you’d like to work on during your appointment and/or any specific questions
- Then click “Request”

Congrats! You successfully scheduled an appointment with the Career Education Center!

- If you requested a “Virtual on Handshake” appointment, you will receive a confirmation email AND a reminder email that contain a link to join your appointment