



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 your school year and choose an appointment type

- Read the appointment descriptions to select the right appointment for you
- If you aren’t sure where to start or even what questions to ask, “Virtual Career Chat” or “Senior Game Plan” are both 30-minute appointments and a good first step to start the conversation

Choose your appointment date and type

- 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 can meet with you via phone call or video chat using Microsoft Teams
- Please include your phone number in the notes, even if you requested a video chat

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 a Career Center appointment!

- If you requested a video appointment, you will receive a calendar invite with a link to join the Microsoft Teams meeting at your scheduled appointment time