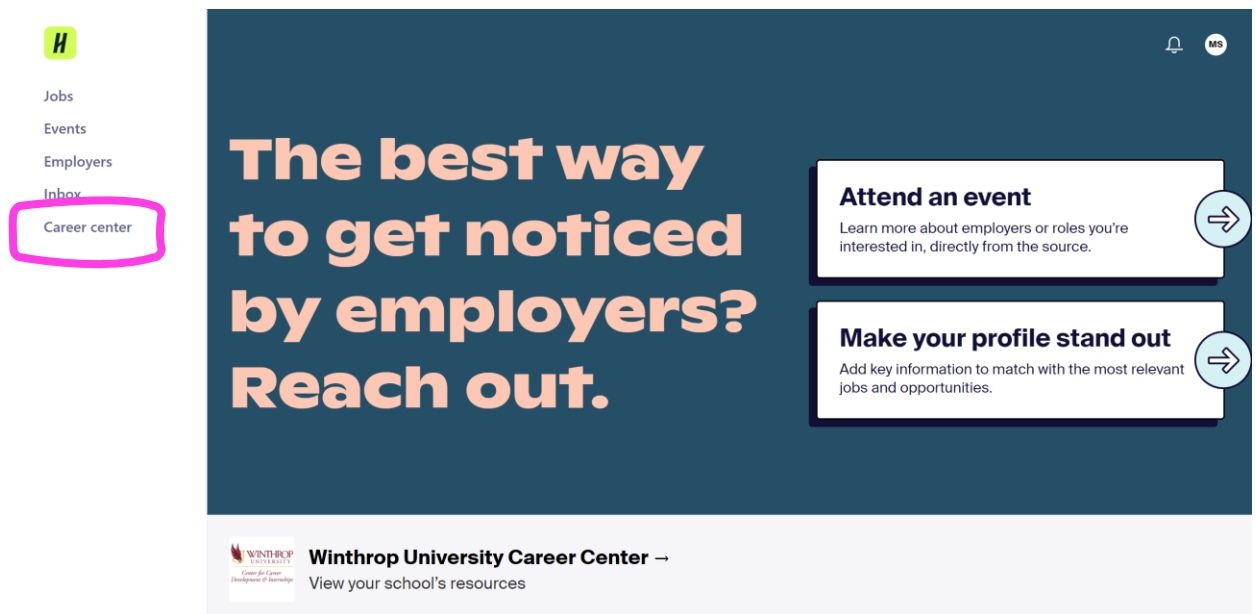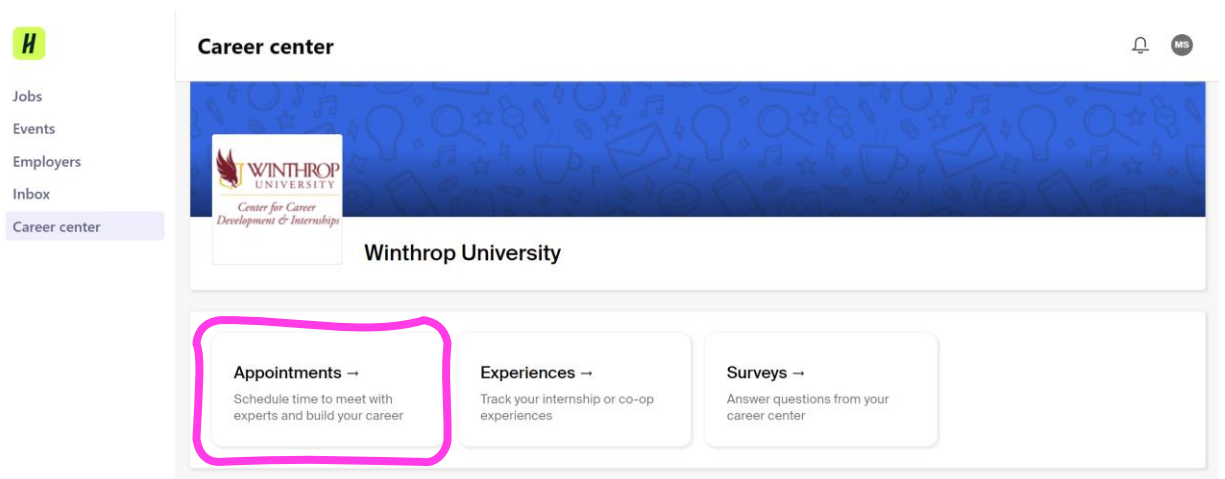# Handshake
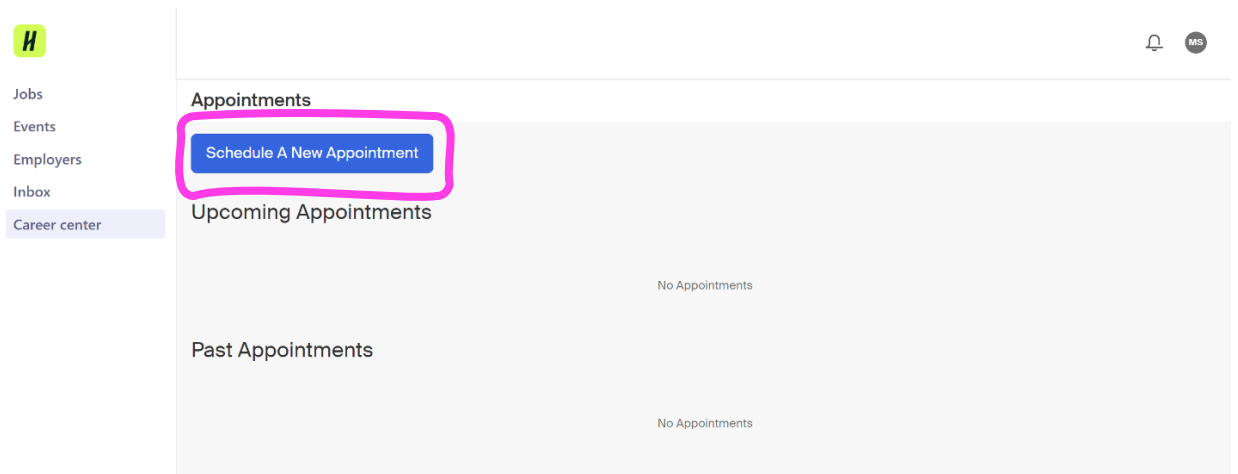
Scheduling an Appointment in Handshake (Students)

1. Log in to Handshake with your Winthrop email (@mailbox.winthrop.edu) and password.

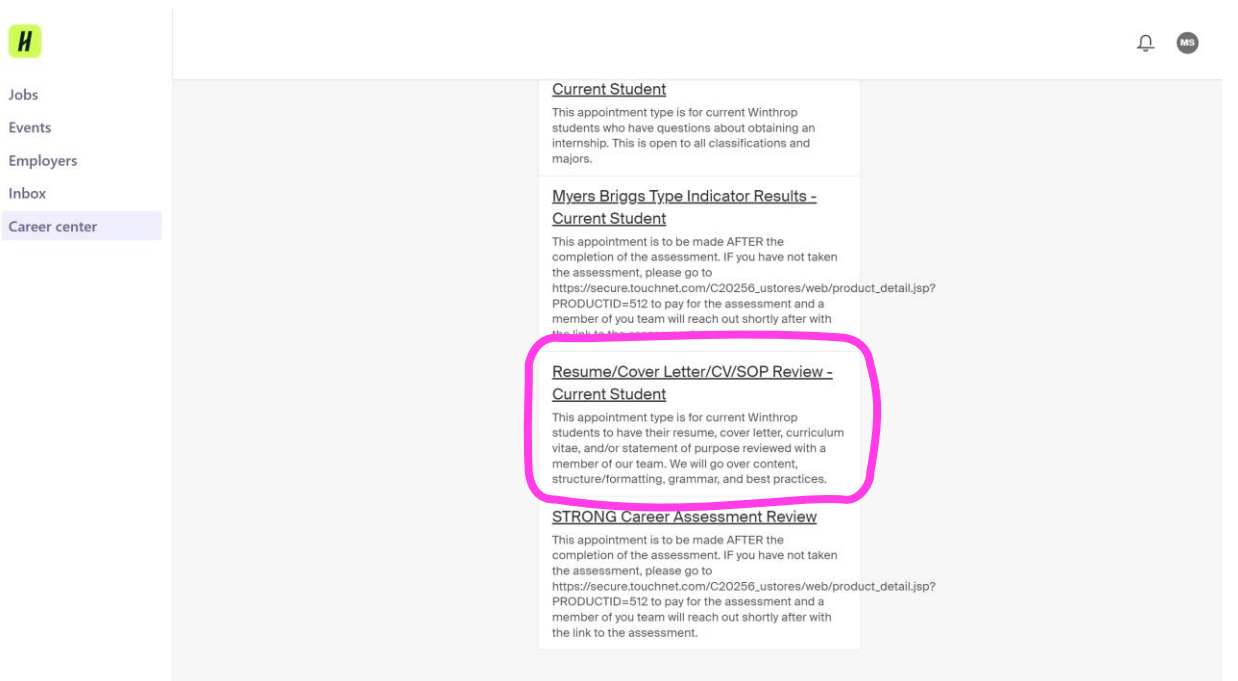*2.* Click **Career Center** on the left navigation menu.

3. Select **Appointments** to schedule an appointment and/or view your appointment history.

4. Click **Schedule A New Appointment**.

5. Select the appointment type as well as a time, date, and location. You can choose to meet with any staff member who is available.

6. Once scheduled, the appointment will appear in your appointment history. Click on the appointment to view the details.

If you need documentation showing that your appointment was scheduled and/or completed (e.g., for a class assignment), take a screenshot of the appointment details page or save it as a PDF.