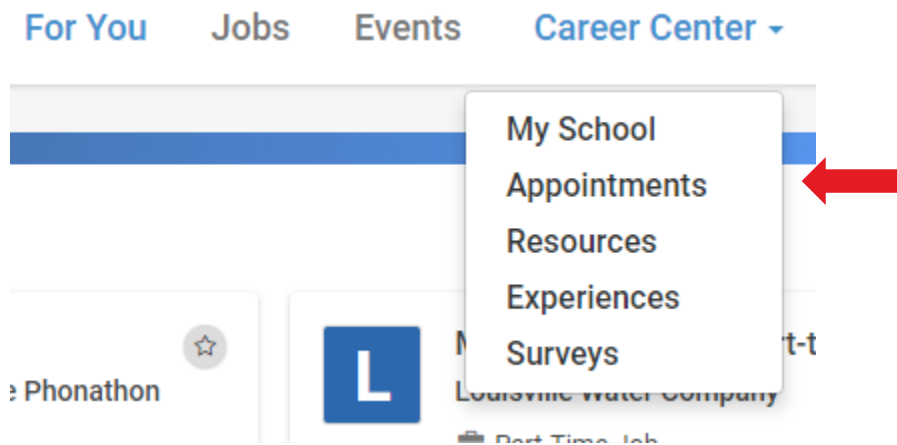


## Scheduling Appointments in Cards Career Connection powered by Handshake

1. Login to your Cards Career Connection powered by Handshake account using your ULink username and password at, <https://louisville.joinhandshake.com/>.
2. Click “Appointments” under “Career Center” on the top menu bar.



3. You are now at your appointment dashboard. Click the “Schedule A New Appointment” button.
4. Choose your appointment category.
5. Choose your appointment type.
6. Select a day and time with an appointment opening that fits your schedule.
7. Include a brief description about what you need assistance with, and answer any pre-appointment questions. These allow the Career Development Center staff to prepare for your appointment.
8. Click the green “Request” button at the bottom of the page.
9. You have now requested an appointment with the staff member on the screen. The Career Development Center staff member will either approve or deny your requested appointment. Once the staff member approves your appointment, you will receive an email notification from Handshake confirming the details of your appointment.

You can change, cancel, or reschedule your appointment in the appointment dashboard by logging into Cards Career Connection powered by Handshake.