

Handshake: How To Schedule an Appointment

1 Login

Login to Handshake student portal at <https://louisville.joinhandshake.com/login> using ULink credentials and *NOT* your UofL email address.

Login to Handshake using your ULink username and password.

Username
k0huds02

Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

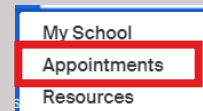
Login

Note ULink credentials as username and not UofL student email.

2 Select the Career Center drop-down menu on the right side of the navigation bar

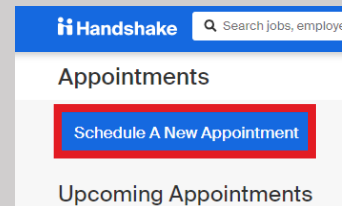


3 Select "Appointments" from the drop-down menu



4 Click "Schedule A New Appointment"

Once on the Appointments page, click the blue "Schedule A New Appointment" button.

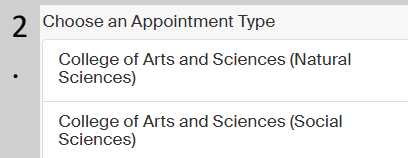
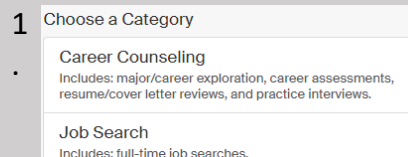


5 Choose a Category & Type

First, choose which category of appointment you would like to schedule. For this example, there are two choices.

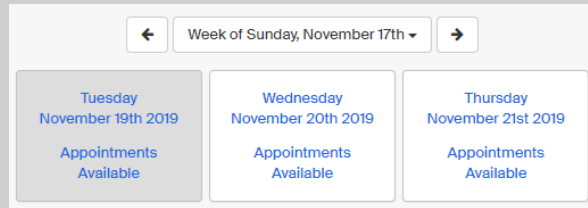
Second, choose the type of appointment (your college and major). For this example, there are two choices. Based on your major, there may be more or fewer choices.

*Should you not see the appropriate choices, please contact the career center by phone at (502) 852-6701.



6 Choose appointment *date*

Click on the date you would like to have your appointment on.



← Week of Sunday, November 17th →

Tuesday November 19th 2019 Appointments Available	Wednesday November 20th 2019 Appointments Available	Thursday November 21st 2019 Appointments Available
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7 Choose a time slot

Select an available time slot for the date you have chosen*



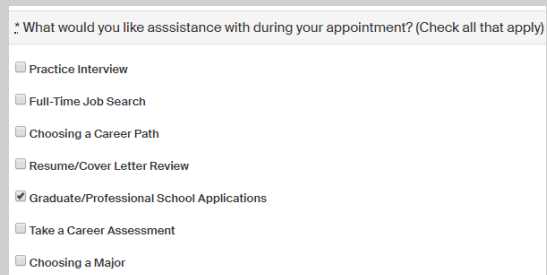
Nov 19 Time Zone: Eastern Time (US & Canada)

Karen Boston - Nov 19 - College of Arts and Sciences (Natural Sciences)	11:30 am EST - 12:30 pm EST
Karen Boston - Nov 19 - College of Arts and Sciences (Natural Sciences)	1:30 pm EST - 2:30 pm EST

*During busy times of the semester, coaches may not have availability for up to two weeks ☹️

8 Meeting options

Now you will see a list of different career related options. Check the options that you would like assistance with during your appointment.



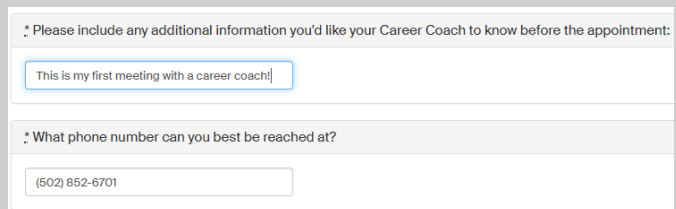
* What would you like assistance with during your appointment? (Check all that apply)

- Practice Interview
- Full-Time Job Search
- Choosing a Career Path
- Resume/Cover Letter Review
- Graduate/Professional School Applications
- Take a Career Assessment
- Choosing a Major

9 Additional info & phone number

Enter the following textboxes with additional information you'd like your Career Coach to know before the appointment.

Enter the phone number you can be best reached at.



* Please include any additional information you'd like your Career Coach to know before the appointment:

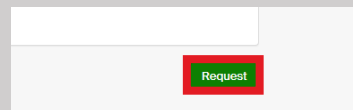
This is my first meeting with a career coach!

* What phone number can you best be reached at?

(502) 852-6701

10 Submit request

When finished, click the green **Request** button in the bottom right corner of the page. Your request will then be sent to your Career Coach for confirmation. Please watch you email & Handshake for confirmation from you Career Coach!



Request