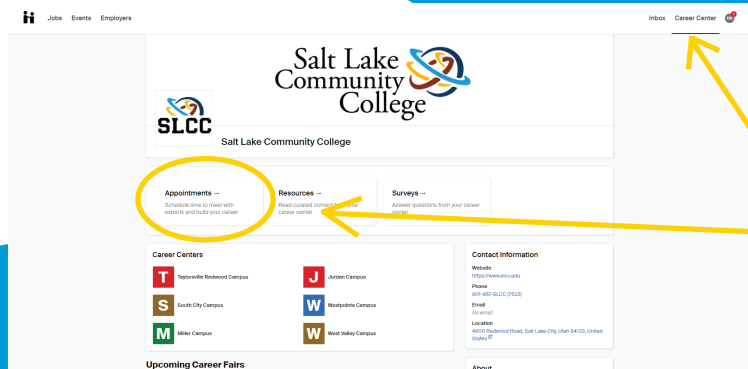


Making an Appointment with a Career Coach



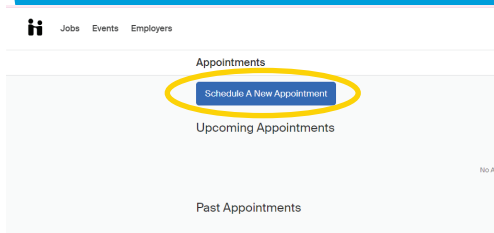
Log into your Handshake account
(slcc.joinhandshake.com)

Go the Career Center tab

And click the appointments button

There you can see upcoming and past appointments

As well as schedule a new appointment by clicking the the blue button



Next you will choose your appointment type

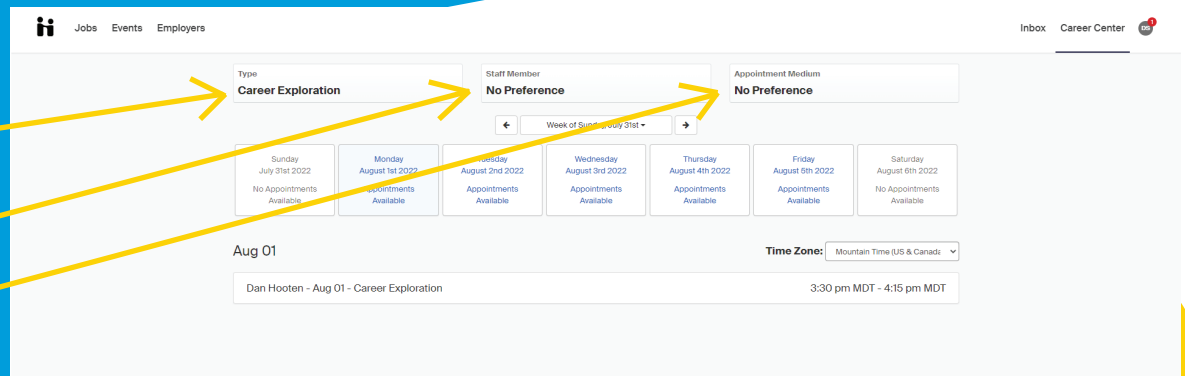
And then choose the date and time that works best for you

On this page you can filter your options

appointment type (if you need to change it)

Filter by a specific Coach

Or filter by appointment medium (in person, virtual or phone)



From there you will fill out the appointment intake form only some fields are required, but the more you fill out the better we can prepare to help you when we meet

← Back You have selected a slot. If you would like to search for a different slot you may do so here.

Career Exploration at 3:30 pm MDT, Aug 1st 2022
Dan Hooten

Appointment Request Details

Fields marked with an asterisk "*" are required.

* Appointment medium: Video Call

* What can we help you with?: This is a test so that I can create the instructions, I just want to know if there is anything else after I click request

Appointment Intake Form

Chosen/Preferred Name (optional)

When you are done with the form click the green "request" button at the bottom of the page

You will receive an email confirming your appointment and you will be all set