SCHEDULING AN APPOINTMENT ON HANDSHAKE

Through Handshake you are able to schedule an appointment with any of our staff members. Please note the system will not allow you to schedule an appointment less than 24-hours in advance.

1) Log onto Handshake:
   a. Go to the Career & Professional Development website (snc.edu/careers) and click on the Handshake information:
   b. Click on the blue “St. Norbert College Login” button:
c. Sign in using your SNC username and password:

2) Schedule an Appointment
   a. On your homepage find the “Career Center” tab located on the top left corner of the screen:
b. Select “Appointments” in the drop down menu:

c. Select “Schedule A New Appointment”: 
d. Choose your class year:

![Image](image1.png)

e. Scroll through the appointment categories and choose the one best suited to your needs:

![Image](image2.png)
f. You can select an appointment either by day or by staff member preference:

![Handshake appointment page](image1)

- All available appointments will appear for the chosen day or staff member. Select the time you prefer:

![Handshake appointment page](image2)
h. Write a brief description on what you would like help with during your appointment and select “Request”:

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Appointment Request Details

Appointment Location: In Person - Todd Wehr Hall Suite 275 (above the bookstore)
Who can we help you with? Not sure what I can do with my Communication major and Art minor
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i. Congrats! You have successfully schedule an appointment: