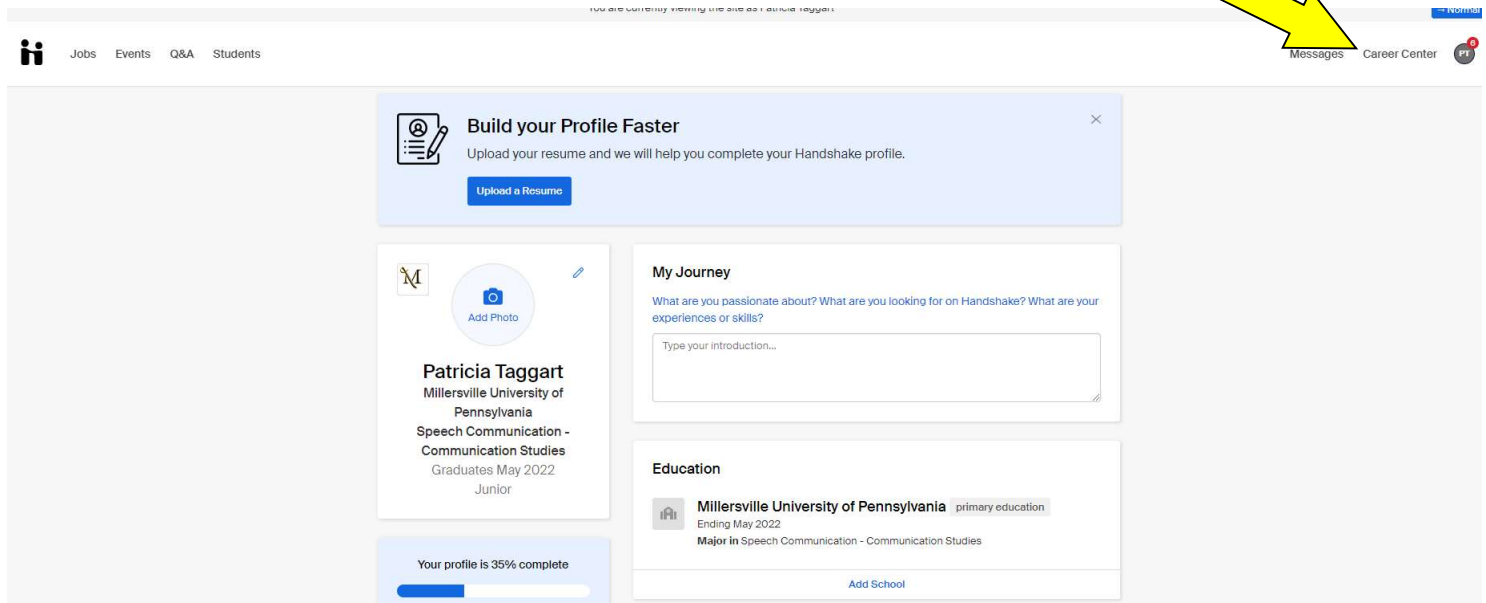


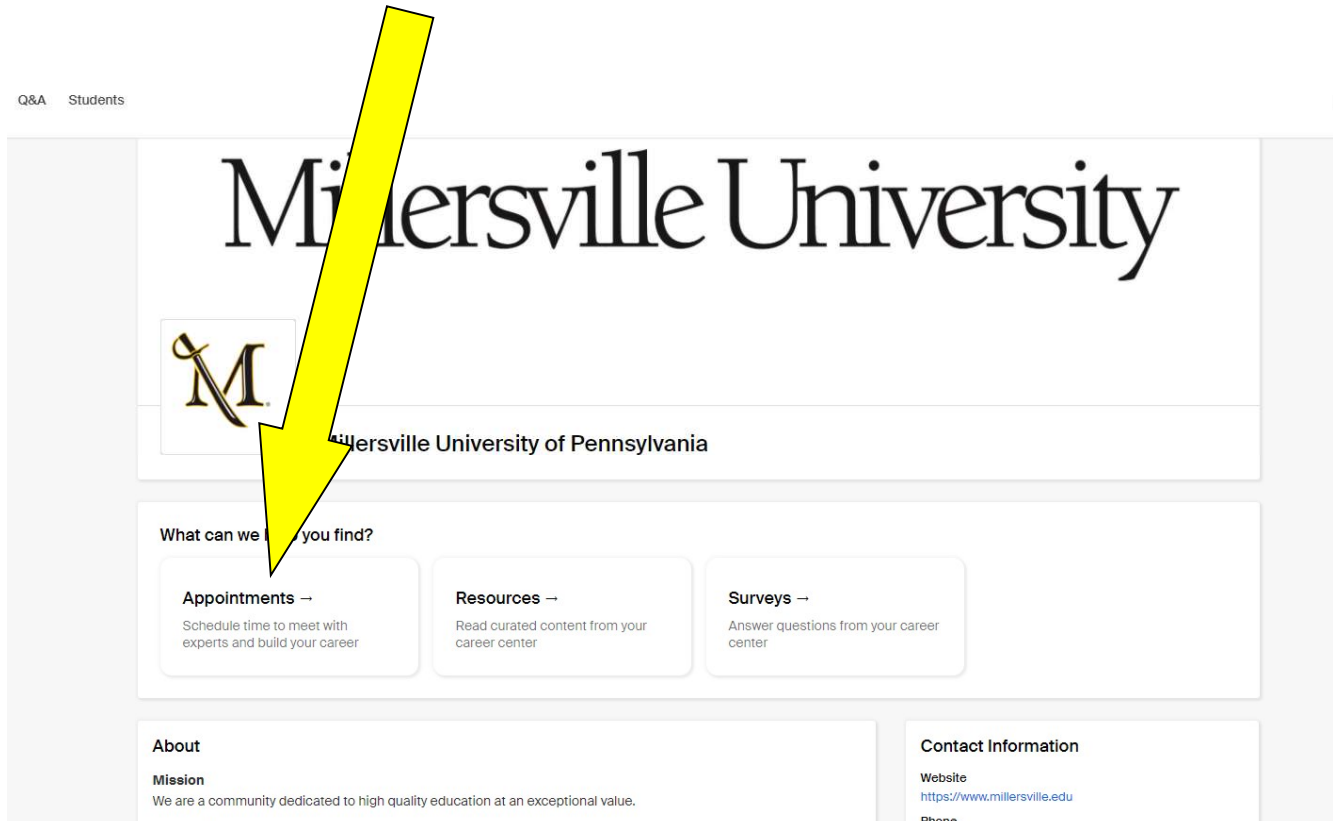
HOW TO SCHEDULE AN APPOINTMENT WITH THE CAREER CENTER

- Login to Handshake with your Millersville Credentials: [Handshake Log-in](#)
- Once on your main page, click on “Career Center” in the upper right-hand corner.



The screenshot shows a Handshake profile page for Patricia Taggart. The profile includes a header with the name and affiliation (Millersville University of Pennsylvania), a 'My Journey' section with a text input field, and an 'Education' section listing Millersville University of Pennsylvania. In the top right corner, there is a navigation bar with links for 'Messages' and 'Career Center'. A large yellow arrow points from the text in the instructions above to the 'Career Center' link.

- Then click on “Appointments”



The screenshot shows the Millersville University website. The main heading is 'Millersville University' with the university logo below it. Underneath, there is a section titled 'What can we help you find?' which contains three buttons: 'Appointments', 'Resources', and 'Surveys'. A large yellow arrow points from the text in the instructions above to the 'Appointments' button. Below this section, there are 'About' and 'Contact Information' sections.

- Then click on “Schedule an Appointment”

Appointments

[Schedule A New Appointment](#)

Upcoming Appointments

Appointment	Type	Date	Status
Appointment with Arianna Vargas	Discuss Credit-Bearing Internship Process	Tuesday, March 9th 2021 at 10:00 am	Completed
Appointment with Patty Taggart	Discussion: Current Internship	Wednesday, March 10th 2021 at 10:00 am	Declined
Appointment with Margo Sassaman	Cover Letter	Monday, March 15th 2021 at 9:00 am	Completed

- You will then select a category.

Choose a Category

- Career Document Assistance
- Making Career Decisions
- Internships
- Full-time and Part-time Jobs
- Interviewing
- Graduate School
- Mentorship

- After a category is selected, specific appointment topics within that category will be displayed. Select the reason for your appointment.

Choose an Appointment Type

- Discuss Credit-Bearing Internship Process
- Discussion: Current Internship
- Discussion: Post-Internship
- Search for Internship

- Based on your selection, you will be provided with dates of available appointments. Select the date and then select the appropriate staff member and time you would like to meet.

- The next screen shows your topic, date, time and staff member. If you have any specific details you would like us to review in the appointment, please enter in the box provided.

- Once your appointment is approved, you will receive a confirmation email with a zoom link to your student email.
- To cancel your appointment, either cancel through Handshake or email careers@millersville.edu.

Any questions or difficulties scheduling appointments please email careers@millersville.edu.