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.
- Then click on “Appointments”
• Then click on “Schedule an Appointment”

You will then select a category.

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

![Appointment Calendar]

• 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.

![Appointment Details]

• 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.