



# Handshake

Career Coaching > Jobs + Internships > Career Events



## Scheduling Appointments Through Handshake

### Logging In & Setting Up

1. On a personal computer or laptop, go to <https://tri-c.joinhandshake.com/edu/students>
2. Login with your Tri-C username and password.
3. Complete questions about your career and educational interests.

### Scheduling the Appointment

1. Click on “**Career Center**” in the left-hand side of the screen.
2. Click on Appointments →
3. Click the blue “**Schedule A New Appointment**” button.
4. Choose a Category (**Campus Career Center** member)
5. Choose an **Appointment Type** (If for a class assignment, select that option. For example, "Class Assignment - Resume Review" vs. "Resume Development & Review.")
6. Choose the day and then time that works best for you.
7. Choose the appointment medium that works best for you – **In-Person, Phone, or Virtual on Handshake.**
8. In the “**What can we help you with?**” box, include as much information as you can to help your Career Coach prepare for your meeting.
  - **Note: For class assignments, enter:** "I'm completing this appointment for a class assignment for (Insert the Name of the Course, Professor, what you have to do/complete during the appointment to meet the requirements of your assignment, and due date for the assignment.)"
9. Add your appointment day and time to your calendar or agenda.
10. Once you've scheduled the appointment, you'll receive a confirmation email for your appointment from Handshake and a reminder 24 hours in advance.

**\*Pro Tip:** You can schedule a meeting with a career coach from any campus both in-person and virtually. It does not matter what your main campus is!

### How to Login to Your Virtual on Handshake Appointment

1. Click on “**Career Center**” in the left-hand side of the screen
2. Click on Appointments →
3. Find your appointment under “**Upcoming Appointments**”
4. Click “**Join Video Appointment**”.
5. **Note:** you will not be able to start until 5 minutes before the meeting; it will light up bright blue when you are able to join.