How to Make an Appointment with Career Development Using Handshake

1. Enter https://www.fmarion.edu/careerdevelopment/ into your preferred browser.

2. Click on the blue “Make an Appointment!” box on the Career Development home page.

3. Click on the blue box that says “Fmarion Handshake.”

4. Sign in to Handshake using your Patriot Portal login and password.

   **NOTE:** If you have not already created/personalized your Handshake account, you will need to do this first before you can make a Career Development appointment.

5. Click “Career Center” at the top of the Handshake homepage.

6. Click “Appointments” on the drop down list.

7. Click the blue box at the top of the page that says “Schedule A New Appointment.”
8. Choose a Category from the list provided, and then select an Appointment Type.

9. Select any day that has available appointments and works with your schedule.

10. Click on a time frame on that day that you have selected.

11. Fill out the “What can we help you with” box on the page.

12. Click on the green “Request” button to approve the appointment.

13. Come to FH 220 at your scheduled time for your appointment.