# SCHEDULE AN APPOINTMENT ON HANDSHAKE

01 Visit **drury.joinhandshake.com**. Sign in with your Drury email and create a password for your account. (If you have already created an account, simply login.)

02 Select the **Drury University Career Center** link at the top left of the screen. (If using the Handshake app, select the **Account** tab, then the **Career Center** link.)

03 Select the **Appointments** link, then the **Schedule a New Appointment** button

Appointments →

Schedule time to meet with experts and build your career

Schedule A New Appointment
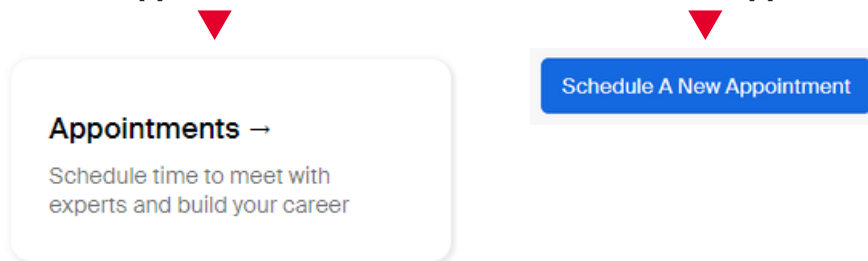
04 In the **Choose a Category** menu, select the department you want to meet with (such as Academic Advising for Day School or Career Planning & Development).

05 In the **Choose an Appointment Type** menu, select the reason for your meeting.

06 Select an appointment date and time with the staff member of your choosing

07 Select an appointment medium (or how you would like to meet) and tell us how we can help you. The more we know, the better we can help!

08 Select **Request** to submit. You're done!

ROBERT AND MARY COX
COMPASS
CENTER