Request an Appointment with Career Services

1. If you haven’t registered for an account on Handshake, click here to register and update your profile: https://www.nsu.joinhandshake
2. Log in to your Handshake account: https://nsu.joinhandshake.com
3. Click on Career Center in the upper-right corner of your screen. See screenshot 1

4. Click on Career Center tab for Appointments. You will see: Schedule A New Appointment, on the upper-left of the page. See Screenshot 2

Screenshot 2
5. Click on the desired **Category** (screenshot 3), then click on the desired type of appointment. You’ll see a list of available appointment dates appear based on the category and type selected. From this page, you can use the Category, Type, Staff Member, and Appointment Medium menus, to change selections and see appointment availability options (screenshot 4)

**Screenshot 3**

**Screenshot 4**
6. Click on a time that works for you, then enter details about the appointment in the, “What can we help you with?” section, then click Request in the lower-right of the screen.

7. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.

8. Make sure that you check your notifications for updates to the status of your appointment!
FOR CAREER SERVICES STAFF ONLY: HANDSHAKE WILL SEND YOU A NOTIFICATION TO YOUR HANDSHAKE ACCOUNT. YOU WILL NEED TO APPROVE OR DISAPPROVE BASED ON YOUR AVAILABILITY.

Hello Yoges,

Your Career Guidance appointment (Email Career Services For Virtual/Video Conferencing: careerervices@nsu.edu) with Yogeswari Saddanathan scheduled for April 6th, 2020 at 10:00 am has just been approved.

Please be on time. Thank you

Thank you,
Norfolk State University