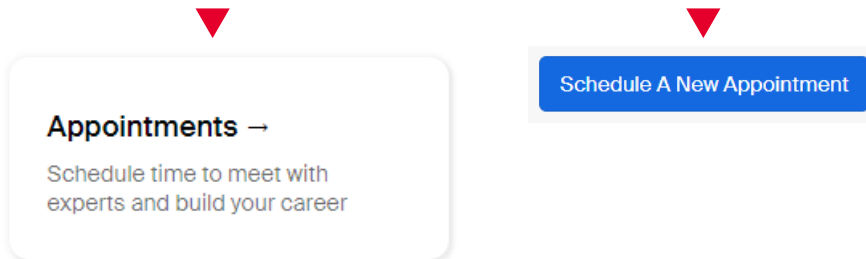


SCHEDULE AN APPOINTMENT ON HANDSHAKE

- 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 **Career Center** link at the upper right corner 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



- 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!



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