Scheduling Virtual Appointments: For Students

1. Visit [augusta.joinhandshake.com](http://augusta.joinhandshake.com) and click **Augusta University Students Login Here**

2. Sign in with your JagID (single sign-on) and click **Sign In.** **Note:** If this is your first time logging onto Handshake, you may be asked to fill in some information for your profile.
3. From your home screen, click **Career Center** in the upper right hand corner.

4. Click **Appointments** on the left side of the page.
5. Click **Schedule A New Appointment** on the left side.

6. Read through the descriptions of each Career Consultant, and select which one matches your needs best. Remember who you select, because this will be important again in a few steps.
7. Choose your appointment type. There are four main appointment types that encompass several areas of our services. A full description is available below the title.

8. Remember the staff member you chose, and select your staff member preference. When you click “staff member/ no preference” you will get a drop down selection of each advisor. Select the appropriate person.
9. You can now scroll through by clicking the arrows next to “Week of….” And find the next available appointment. Unavailable appointment dates cannot be clicked, but dates that have available appointments will show in bold.

10. Click on the appointment time that has been selected to open the request screen.

11. Fill in any appropriate information about the specific help you’re requesting.
12. Below help requested, you should see the survey questions for this specific virtual appointment. To start, you will need to select either a Microsoft Teams appointment, where we can video chat and share screens, or a basic phone call/conversation. If choose Microsoft Teams, you will need to download it here: https://www.augusta.edu/its/microsoftteams.php

13. Finally, make sure you provide us with a good contact phone number, and then click “request”.

14. You should receive an email from Handshake once your appointment has been approved. If you need to reschedule or cancel your appointment, you can log back into Handshake and modify the appointment as needed.

Hello Samantha,

Your Exploitation: I need to explore career options and/or majors appointment (Career Services Office - VIRTUAL ONLY DURING THIS TIME VIA MICROSOFT TEAMS) with Samantha Shore scheduled for March 26th 2020 at 9:00 am has just been approved.

Thank you,
AUGUSTA UNIVERSITY

Note: Your Career Consultant will initiate contact with you at the time of your appointment via the method you selected.