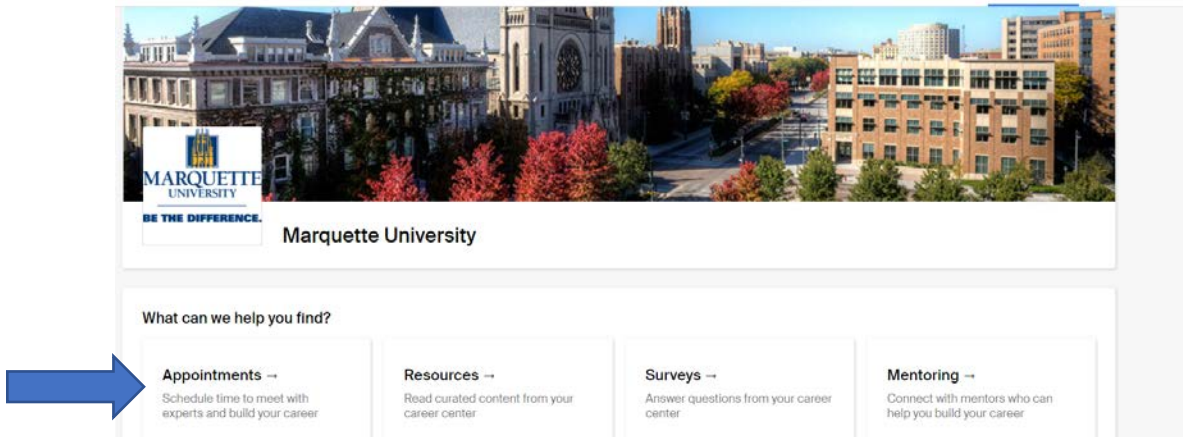
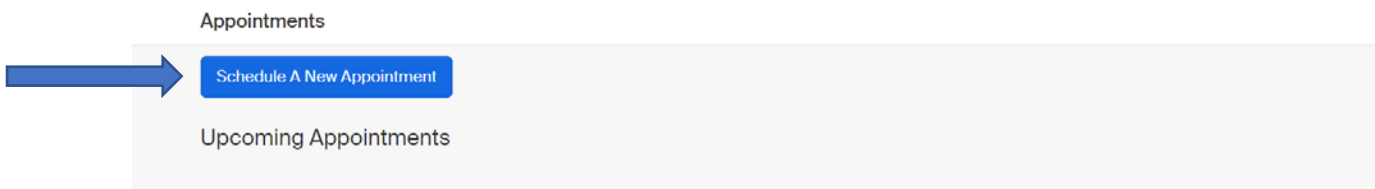


To schedule an appointment, please see the following instructions:

1. Log into Handshake and select the “Career Center” tab at the top of your screen.
2. Click “appointments” on that page



3. Select “Schedule a New Appointment;” the large blue button on the top left side of the screen:



4. Proceed with on-screen prompts. When you reach the scheduling calendar page for your preferred appointment type and select the appointment you want, proceed to the following screen:

A screenshot of the "Appointment Request Details" form. At the top is a "Back" button and a message: "You have selected a slot. If you would like to search for a different slot you may do so here." Below this is a profile card for "Job / Internship Search Strategies (BCC) at 3:00 pm CDT, Mar 16th 2020" by "Laura Philbin". The main section is titled "Appointment Request Details" and contains a dropdown menu for "Appointment medium" with the selected option "Phone Appointment with Business Career Center (call 414-288-7927 at appointment time)". Below the dropdown is a text area for "What can we help you with?". At the bottom is a section titled "Business Career Center: Pre-Appointment Survey" with a message: "If you need a phone appointment during the time you selected, please provide your phone number below." and a text input field. At the very bottom are "Cancel" and "Request" buttons.

In Appointment Medium, select “Phone Appointment with Business Career Center.” In your appointment notes, please indicate if you would like a virtual appointment via Skype for Business (using your Marquette provided account) or if you would prefer a phone appointment. For a phone appointment, we will call you at the number you provide in the pre-appointment survey spot at reserved time and date.