Appointment Instructions
Career Preparation Services | Winter 2020 | MC 129

First Time Handshake App User
First Time Handshake Web User

Returning Handshake App User
Returning Handshake Web User

How to Set Up Notifications
Contact the Career Center
First Time Handshake App User

Download the Handshake App

1. Go to the App store, search for “Handshake” (red background with white icon)

Log in to Handshake

1. Use your BYUI email address which starts with the first three letters of your last name followed by five numbers (Do not use your BYUI username email address)

   How To Find the Right BYUI Email Address
   1. Go to your BYUI Student Account and click on “Email”
   2. Click on your name on the top right corner
   3. Click on “My account” and then “Personal info”
   4. You will find your email under “Contact details”

2. After typing in your email, check your student email for a passcode (it might be in your “Other” or “Junk” folder)
3. Copy and paste the “Temporary Passcode” to your Handshake App
4. Choose profile visibility and click “Skip all” on the top right corner. (You can build your profile later.)

Schedule an Appointment on the App

1. On the bottom right, click on “School” → “Appointments” → “Schedule A New Appointment”
2. Choose a Category → Choose an Appointment Type
3. Choose date with available appointments → scroll down and choose one of the available time slots
4. Under “Appointment Request Details,” click on “Appointment Medium” and choose “In-Person” or “Zoom Video Call”
5. Enter any specific requests or details for your appointment in “What can we help you with?”

Terms of Agreement and Confirmation Email

1. Read and agree to the “CANCELATION POLICY” and “NO SHOW/LATE POLICY”
2. Read and agree to the “APPOINTMENT PREPARATION”
3. After carefully reading and agreeing to those sections click “Request”
4. Read the Confirmation Email sent to your BYUI Student Inbox
   - It might be in the “Other” or “Junk” folder
5. Click here to set up notifications on the App for your upcoming appointments

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   • It might be in the “Other” or “Junk” folder
5. Click here to set up notifications on the App for your upcoming appointments

First Time Handshake Web User

Log in to Handshake
2. Go to the BYUI Career Preparation page → Click on Schedule an Appointment on Handshake
3. Click on “BYU-Idaho Login” in the blue rectangle
4. Enter your username and password, then click “Login”
5. If you are prompted to answer some questions on Handshake → scroll down and click “Skip all”
6. Click on “Career Center” (top right corner) and “Appointments”

Schedule an Appointment on the Webpage
1. Click the blue button “Schedule A New Appointment”
2. Choose a Category → Choose an Appointment Type
3. Choose date with available appointments → pick one of the available time slots
4. Under “Appointment Request Details,” click on “Appointment Medium” and choose “In-Person” or “Zoom Video Call”
5. Enter any specific requests or details for your appointment in “What can we help you with?”

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1. Read and agree to the “CANCELATION POLICY” and “NO SHOW/LATE POLICY”
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3. After carefully reading and agreeing to those sections click “Request”
4. Read the Confirmation Email sent to your BYUI Student Inbox
   • It might be in the “Other” or “Junk” folder
5. Click here to set up notifications on the Web for your upcoming appointments

Returning Handshake Web User

Schedule an Appointment on the Webpage
1. Go to the BYUI Career Preparation page → Click on Schedule an Appointment on Handshake
2. Click on “BYU-Idaho Login” in the blue rectangle
3. Enter your username and password, then click on “Login”
4. Click the blue button “Schedule A New Appointment”
   • If you do not see “Schedule A New Appointment” click on “Career Center” (top right corner) and “Appointments”
5. Choose a Category → Choose an Appointment Type
6. Choose date with available appointments → pick one of the available time slots
7. Under “Appointment Request Details,” click on “Appointment Medium” and choose “In-Person” or “Zoom Video Call”
8. Enter any specific requests or details for your appointment in “What can we help you with?”

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1. Read and agree to the “CANCELATION POLICY” and “NO SHOW/LATE POLICY”
2. Read and agree to the “APPOINTMENT PREPARATION”
3. After carefully reading and agreeing to those sections click “Request”
4. Read the Confirmation Email sent to your BYUI Student Inbox
   - It might be in the “Other” or “Junk” folder
5. Click here to set up notifications on the Web for your upcoming appointments

How To Set Up Notifications

Handshake App
1. Go to “You” on the bottom right corner on your Handshake App
2. Click on the three dots (top right corner) then “Settings”
3. Click on “Notification Preferences” and scroll down to “Appointments”
4. Allow “Upcoming appointments” for Push (Mobile) if it is not already enabled
5. Handshake will send you a 24-hour and a 1-hour reminder via the App & Email before appointments

Handshake Webpage
1. Click on your name on the top right corner, then click on “Notifications”
2. Click on “Edit Notification Preferences” and scroll down to “Appointments”
3. Allow “Upcoming appointments” for Email, Notification, and Push (Mobile) if it’s not already enabled

Contact the Career Center
If you have any questions, please call us at (208) 496-9801 or email us at cpmentors@byui.edu.