



Career Counseling Online Appointment Scheduling Process!

Step 1: Go to [Handshake](#)

Step 2: Click “Currently Enrolled Students Click Here” to sign in through Spelman’s Portal

Step 3: Go to “Career Center”

Step 4: Click “Appointments”

Step 5: Choose “Schedule New Appointment”

First Year Students, Sophomores and Juniors

Step 6: Click on “Counseling by Major”

Step 7: Select your major if Handshake does not select it for you.

Step 8: Select an available time slot.

Step 9: Select an appointment medium (Virtual)

Step 10: Answer “What Can We Help You With” question

Step 11: Answer the Pre-Appointment Survey Question

If YES, Click Next Page – then Click the Green Request Button

If NO, Complete the “Summer Experience” survey – then Click the Green Request Button

Seniors

Step 6. Click on “Senior”

Step 7. Select your major if Handshake does not select it for you.

Step 8. Choose Ms. LaTonya O’Neal for Graduate School; or Mr. Harold Bell for Career Counseling/Employment.

Step 9. Select an available time slot.

Step 10: Select an appointment medium

Step 11: Answer “What Can We Help You With” question

Step 12: Answer the Pre-Appointment Survey Question

If YES, Click Next Page – then Click the Green Request Button

If NO, Complete the “Summer Experience” survey – then Click the Green Request Button

You should receive a confirmation via email. Please be on time for your appointment and be sure to have your resume.

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CAREER PLANNING AND DEVELOPMENT
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