



How to Request an Appointment in Handshake

1. Log in to [ROL Handshake](https://rsph.joinhandshake.com/login) at rsph.joinhandshake.com/login
2. Click “**Career Center**” and then “**Appointments**” on the top navigation bar.
3. Select a category and appointment type.
4. Select your desired date to view the available time slots of one or more coaches.
5. Answer all questions in the next page and then click “**Request**”.

Selecting “No preference” will show availability of any or all coaches on the selected date.

Click on each date for an updated view of available time slots for that day.

Double check the time zone!
We work on Eastern Time.

NOTE: Requested appointments are *not* automatically approved. You will receive a confirmation email when your request is approved. Your appointment status will also change from “**Requested**” to “**Approved**”.

Need to cancel? You may cancel your appointment in Handshake **at least 24 hours before** the scheduled date and time.

Need to cancel on the same day? Please email the coach directly - the email address is shown on the left side of your appointment status page.

Frequently Asked Questions:

Q: I don't see any availability for any of the coaches 3 or 4 months from now. Is my account restricted?

A: No. The coaches update their availabilities every couple of weeks, but usually *not more than 2-3 weeks in advance* due to unforeseen circumstances or meetings that may come up.

Q: How long does it take for a requested appointment to be approved?

A: Please allow 2 business days for approval. If you request it during the weekend, please note that the coach may not see your request until the next business day. If your appointment has not been approved for more than 3 days, please [email us](#).

Please note, if you are unable to find an available appointment time in Handshake for your schedule, or if you have an immediate issue you would like to discuss with a career coach, please email our office at rsphcareerdev@emory.edu with the subject heading "Student Request".