How do I sign on to Handshake?

- [www.bu.joinhandshake.com](http://www.bu.joinhandshake.com)
- Prompt the Boston University single sign-on by entering your BU email address

- Log in using your Kerberos name and password
How do I schedule an appointment with an Advisor?

- From your homepage, Click ‘**Appointments**’ on the left side of the screen

- Then click on “Schedule A New Appointment”

- You will see the option to pick a *category* and *type* of appointment. Select the category and type of appointment you are interested in scheduling
- You will be taken to the next available appointment times once you have selected a category and type.

- Click on a time that works for you or click on staff member to see the availability of different staff members.

- Enter details about the appointment in the What can we help you with? section and then click Request at the bottom of the screen. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.