

Step by Step Instructions to Request an Appointment on Handshake

1. Click on or enter the following URL link to login into Handshake with your PBA SSO (single sign on) credentials: <https://pba.joinhandshake.com/>

2. Click **Palm Beach Atlantic University Sign On**



Palm Beach Atlantic University

Palm Beach Atlantic
University Sign On >

You can also sign in with your email address.
(Please use your .edu address, if applicable.)

3. Sign in with your PBA SSO (single sign on) credentials – what you use for myPBA:



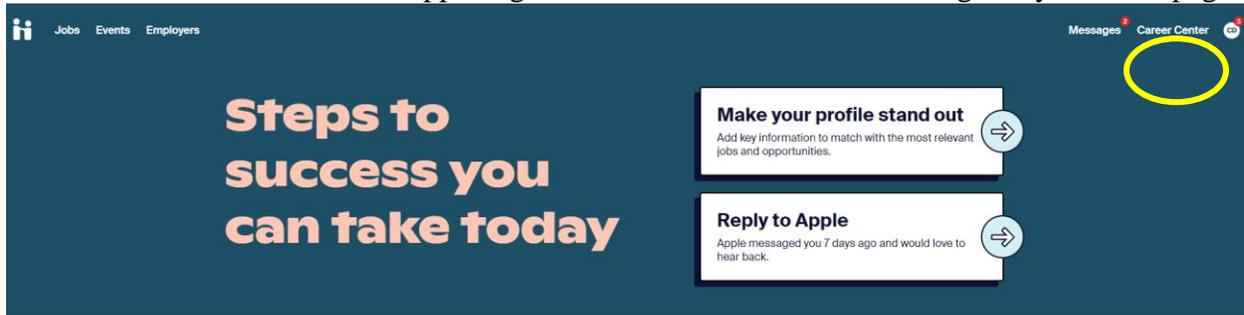
Sign in with your myPBA network credentials

Username

Password

Sign in

4. Click on **Career Center** in the upper-right corner or below the banner image on your homepage.



Palm Beach Atlantic University Career Center --
View your school's resources

- Click on **Appointments** from your Career Center's page, located below the school name on the left of the page.



What can we help you find?

Appointments →

Schedule time to meet with experts and build your career

Resources →

Read curated content from your career center

Surveys →

Answer questions from your career center

- To request a new appointment, click **Schedule a New Appointment** button in the upper-left of the page.

Appointments

Schedule A New Appointment

Upcoming Appointments

No Appointments

Past Appointments

Appointment	Type	Date	Status
Appointment with Tawnya Reynolds	Freshman checkin	Wednesday, June 2nd 2021 at 1:30 pm	Approved

- Click on the appropriate **Category** (year in school), **Type** (what you want to meet about), **Staff Member** you want to meet with, and **Appointment Medium** (in person, Zoom, Phone, etc.) of appointment. A list of available appointment dates will appear based on the information you selected. Select a day and time that works for your schedule based upon the options that populate.

Category: **Sophomores** Type: **Career Planning - Quick** Staff Member: **Tawnya Reynolds**

← Week of Sunday, July 18th →

Sunday July 18th 2021 No Appointments Available	Monday July 19th 2021 No Appointments Available	Tuesday July 20th 2021 No Appointments Available	Wednesday July 21st 2021 Appointments Available	Thursday July 22nd 2021 No Appointments Available	Friday July 23rd 2021 No Appointments Available	Saturday July 24th 2021 No Appointments Available
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Jul 21 Time Zone: Eastern Time (US & Canada)

Tawnya Reynolds - Jul 21 - Career Planning - Quick 8:30 am EDT - 9:30 am EDT

ProTip: If you'd prefer a virtual appointment, select "Virtual on Handshake" from the Appointment Medium dropdown!

← Back You have selected a slot. If you would like to search for a different slot you may do so [here](#).

Career Planning - Quick at 8:30 am EDT, Jul 21st 2021
Tawnya Reynolds

Appointment Request Details

Fields marked with an asterisk "*" are required.

* Appointment medium Virtual on Handshake

* What can we help you with?

Cancel Request

See Last step on next page >>>>>>

8. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.

✓ Appointment was successfully requested.

STAFF MEMBER
Tawnya Reynolds
tawnya@joinhandshake.com

STUDENT
Anissa Torres

College of Science
Animal Science
Fish Biology

TYPE
Career Planning - Quick

WHEN
Wednesday, July 21st 2021 at 8:30 am for about 1 hour

MEDIUM
Virtual on Handshake

Surveys

Student pre-appointment survey:

Requested by Anissa Torres

HELP REQUESTED
I'd like to go over my career plans.

Requested

Cancel Appointment

Add a Comment...

Add Comment

CREATE You requested an appointment with Tawnya Reynolds
Anissa Torres · Friday, July 16th 2021 7:37 pm

Make sure to check your notifications for updates to the status of your appointment!

If you've requested a "Virtual on Handshake" appointment, check out Attending Virtual Appointments on Handshake!

Reminder: This is a request function and the person you requested an appointment time with will need to Accept/Confirm your appointment request. Make sure to check your email!

Handshake emails come into your "Other" folder on your email. You may need to check that. 😊