

HOW TO REQUEST A PRESENTATION

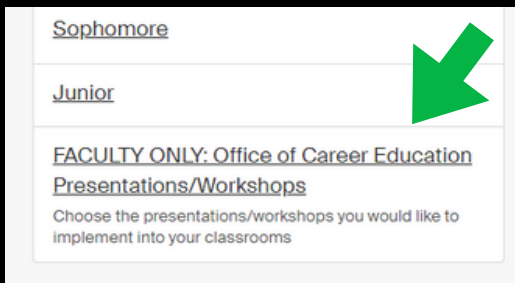
Visit MyMU and Select Handshake from the Services menu

If logging in for the first time, please activate your account

1. Click **“Career Center”** on the left-hand menu, then **“Appointments”**.

2. Select the **“Schedule a New Appointment”** box.

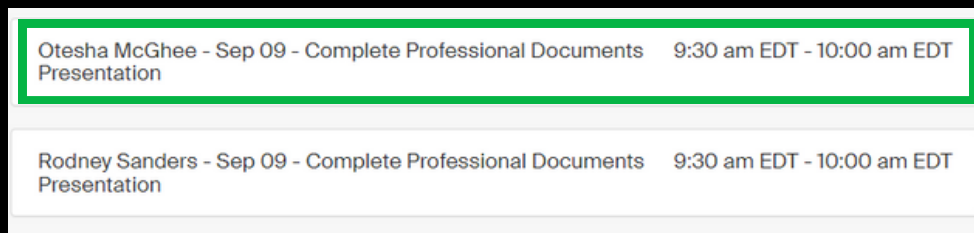
3. Select the **“FACULTY ONLY”** category.



4. Choose which Presentation Type you would like to request. Please read the description carefully to determine the best type for your group.

Note: If you would like more than one presentation, you must request them separately as different appointments.

5. You can now navigate to the day you would like your presentation to take place. Please select the time slot that begins with your class start time. *Example: A class meeting from 9:30-10:20 would select the time slot 9:30-10:00.* **Your presentation will be adjusted to your actual class time when it is approved by the Career Coach.**



6. Answer the required questions and select **“Request”**.

Your request will be reviewed and you will receive a confirmation email from Handshake to add the event to your calendar. We look forward to connecting with your group!