How to Schedule an Appointment with CAFÉ

<u>Step 1</u>: Log in to Handshake with your ONID account information. Use this link: <u>https://app.joinhandshake.com/login</u>, or download the Handshake app.

<u>Step 2</u>: If you are online or using the Android app, click on the Career Center tab, and click on appointments. If you are using the Apple app, click on the School tab, and click on appointments.



Step 3: To schedule a new appointment, click on Schedule a New Appointment. To view past or upcoming appointments, click on Past Appointments or Upcoming Appointments.



<u>Step 4</u>: Choose a category. If you would like to meet with a peer mentor from the Center for Advancing Financial Education, click on College Financial Literacy Support.



Step 5: Choose an appointment type. Our current options include Staff-to-Peer and Peer-to-Peer. Each appointment type offers a quick synopsis of what the employee can cover, so choose the one that applies the most to you. Click on the appointment type that you prefer.



Step 6: Find a date that works best for you. Click on that date, and then click on the time when you would like to meet. Below is an example for date and time options. Also, with each appointment date and time, you will see the name of who you are meeting with.

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<u>Step 7</u>: Fill out the intake form; this will inform the CAFÉ staff of what you would like to discuss during your appointment.

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Financial Literacy 11 Kayleen Salchenber	Vritual CAFE Appointments at 8:00 am PGT, Dec 39st 2020 9	26	
Appointment Request Details			
*Appointment medium	Virtually with Kayleen at https://oregonstate.zoom.us/my/kayleensalchenberg?pudl.cm.JKM2pHZ.9IOnhCSkp1REhmSGhsQT09	~	
* What can we help you with?			
		1.	
Pre-Appointment S Thank you In advance for your tim	Survey, rel Completing this survey will help me help you during our time together.		
* Are you an OSU Cascade	es Student? If so, please take advantage of their financial services found at: https://osucascades.edu/financial-aid/contact-us		
O Yes - Fil contact Cascade	s financial services and disregard this appointment for now (you can close this page)		
○ Yes - Fil contact Cascade ○ No	e financial services as needed, but I would still like to schedule this appointment		
CNU			
* Are you an OSU Graduat	e Student? If so, please take advantage of their financial services found at: https://gradschool.oregonstate.edu/finance		
O Yes - Fil contact Graduate	e financial services and disregard this appointment for now (you can close this page)		
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<u>Step 8</u>: Click request to submit the form and finish the process.

SCHEDULING APPOINTMENTS

Student Loans	
OSU Financial Resources	
Billing	
Paying for College Financial Plan	
Other	
In your own words, what are you hoping t	o accomplish with our conversation today?
I would like to learn more about financial literacy and paying for college and have resources to go to after our meeting.	
nem to observe 1:1 appointments. Do we	group of students to serve as Financial Literacy Peer Mentors starting Winter 2021. For training purposes, we would like have your permission to record our session together? This will be used for training purposes only. Our students-in-training required to uphold the FERPA: Right to Privacy Act. This means they will not discuss the details of your individual situation
Yes	
No	

You can view requested and approved appointments, as well as manage these, under the appointments tab.

Your appointment will later be approved, edited, or other by a CAFÉ staff member. You will be notified through your OSU email when this happens as long as you have your Handshake settings set-up to receive the notifications. If not, you need to log back in and check through Handshake.

Thank you! We look forward to meeting you.