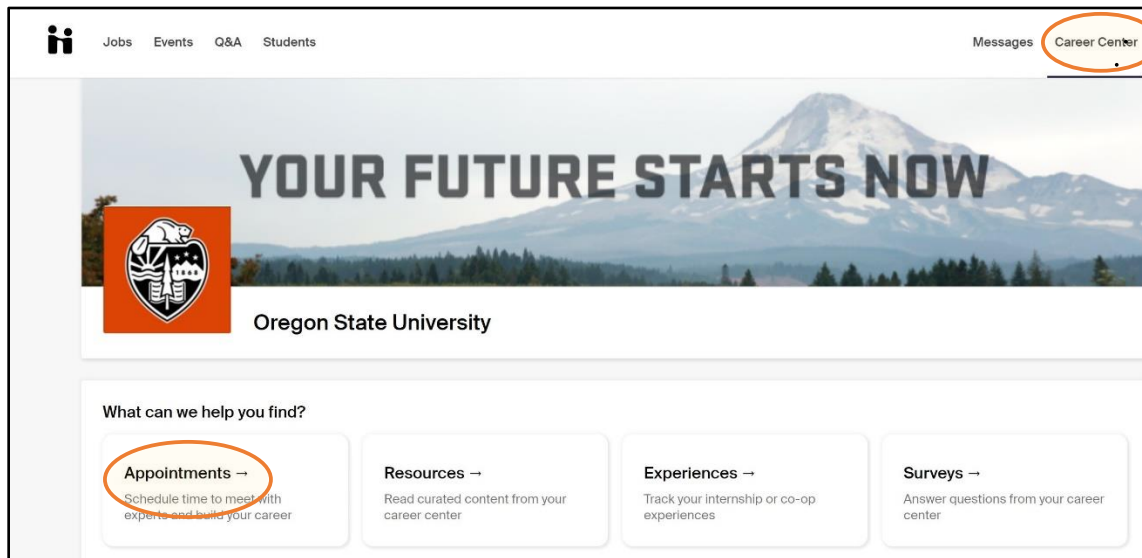


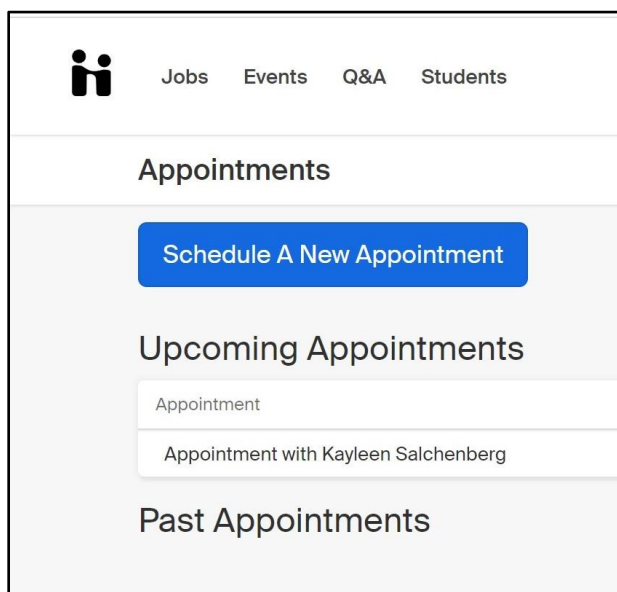
How to Schedule an Appointment with CAFÉ

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

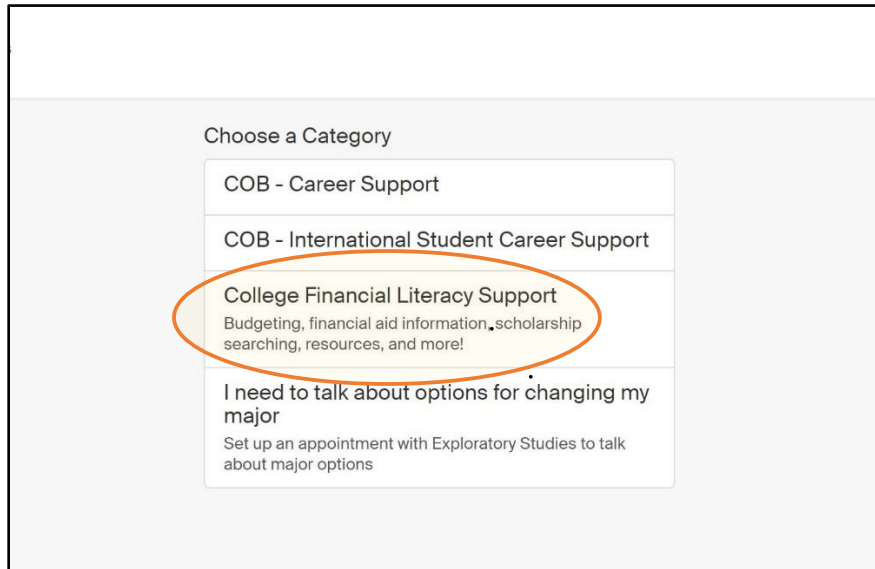
Step 2: If you are online or using the Android app, click on the Career Center tab, and click on appointments. If you are using the Apple app, click on the School tab, and click on appointments.



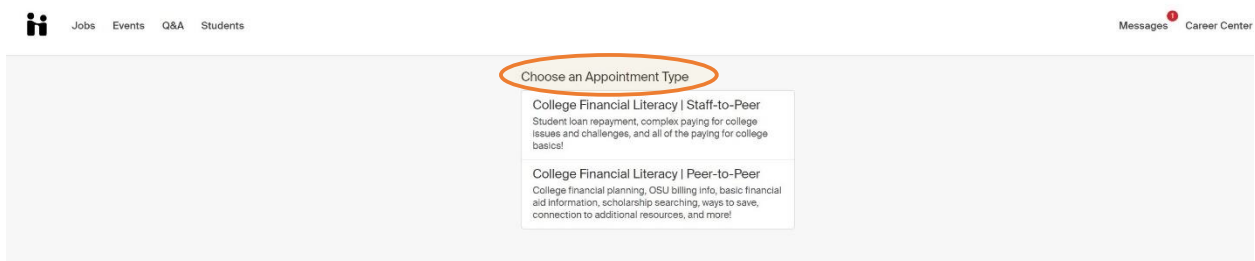
Step 3: To schedule a new appointment, click on Schedule a New Appointment. To view past or upcoming appointments, click on Past Appointments or Upcoming Appointments.



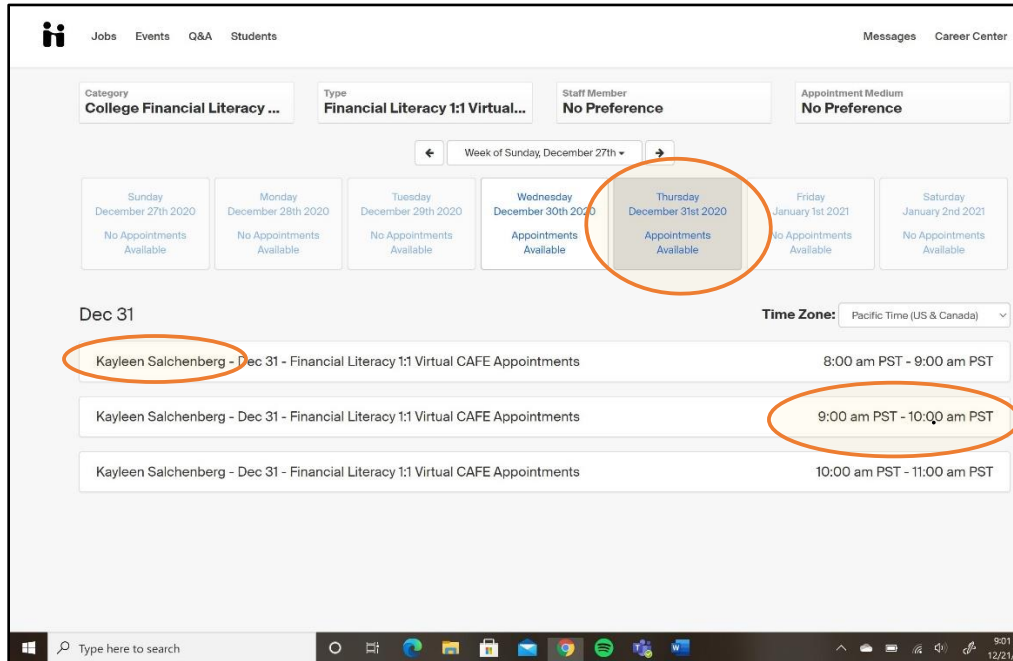
Step 4: Choose a category. If you would like to meet with a peer mentor from the Center for Advancing Financial Education, click on College Financial Literacy Support.



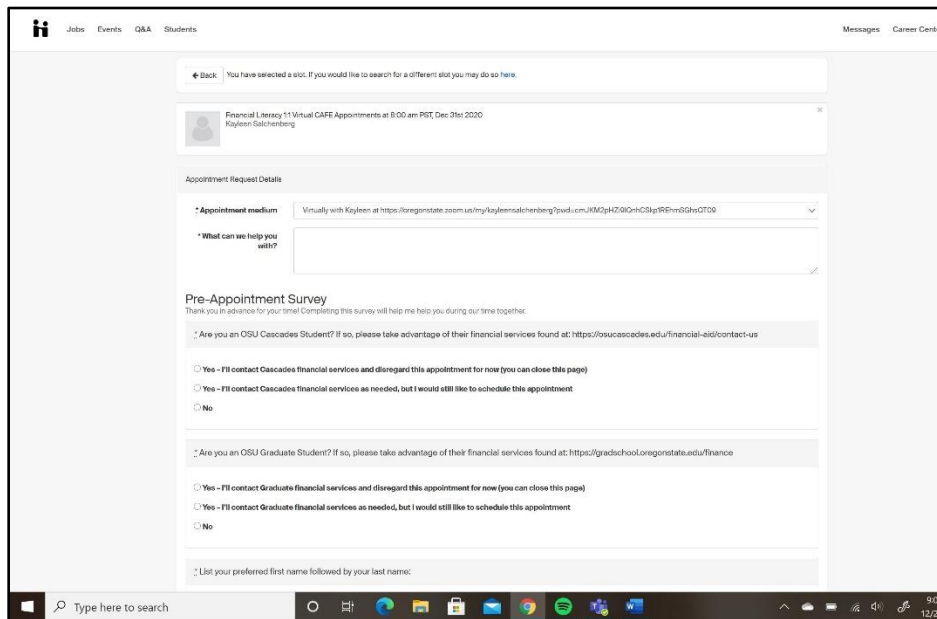
Step 5: Choose an appointment type. Our current options include Staff-to-Peer and Peer-to-Peer. Each appointment type offers a quick synopsis of what the employee can cover, so choose the one that applies the most to you. Click on the appointment type that you prefer.



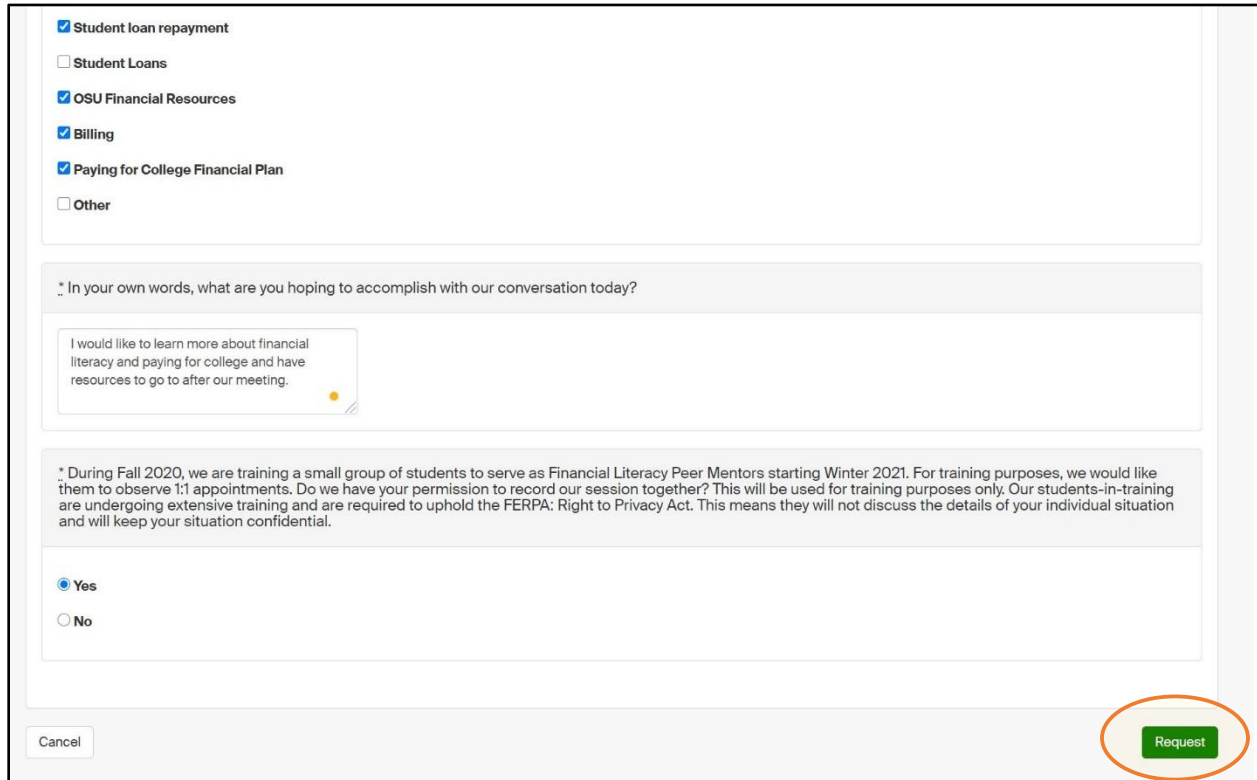
Step 6: Find a date that works best for you. Click on that date, and then click on the time when you would like to meet. Below is an example for date and time options. Also, with each appointment date and time, you will see the name of who you are meeting with.



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



Step 8: Click request to submit the form and finish the process.



The screenshot shows a web form for scheduling appointments. At the top, there is a list of topics with checkboxes: Student loan repayment, Student Loans, OSU Financial Resources, Billing, Paying for College Financial Plan, and Other. Below this is a text area with the prompt: "In your own words, what are you hoping to accomplish with our conversation today?". The text area contains the text: "I would like to learn more about financial literacy and paying for college and have resources to go to after our meeting." Below the text area is a paragraph of text: "During Fall 2020, we are training a small group of students to serve as Financial Literacy Peer Mentors starting Winter 2021. For training purposes, we would like them to observe 1:1 appointments. Do we have your permission to record our session together? This will be used for training purposes only. Our students-in-training are undergoing extensive training and are required to uphold the FERPA; Right to Privacy Act. This means they will not discuss the details of your individual situation and will keep your situation confidential." Below this text are two radio buttons: Yes and No. At the bottom left is a "Cancel" button, and at the bottom right is a green "Request" button, which is circled in orange.

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.