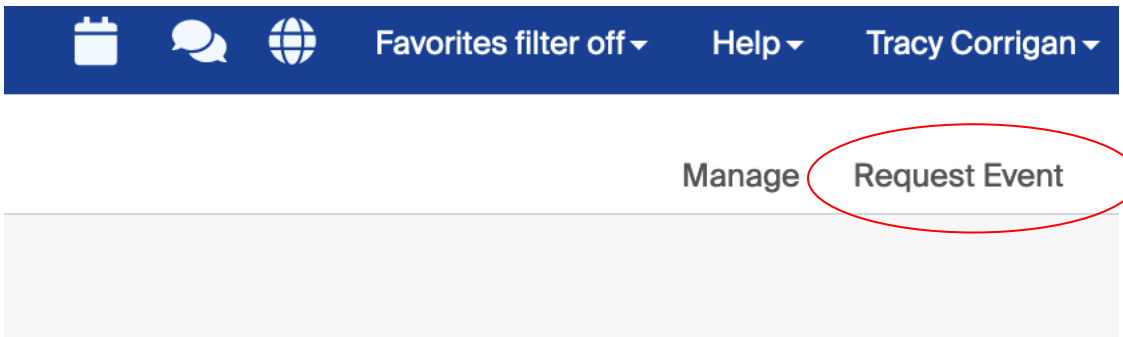**How To Request an Information Session at Kenyon**

Starting from your Employer Home page in Handshake, select "**Events**" from the left-side navigation. Next, select "Request Event" from the top right side of your page.

When the dialogue box appears, enter your Event details. Under **Format**, select if your session will be on-campus or virtual.

Select your preferred dates and times. If you will be hosting a virtual event, please be sure to verify that the Time Zone is correct for your location. Add your description, detailing what will be covered in your session.

If you will be hosting a virtual event, you will need to add a URL address in the Web Host URL box.

When finished, click the blue Save button.

Carefully review your event information. If you need to make a change, you can select the Edit Event button.

If you will be on-campus for your information session and would also like to staff an information table to promote your company event, please fill out our online request form: Request an Information Table.

Questions? Contact Tracy Corrigan at:
740-427-5165 or **Corrigan2@kenyon.edu**