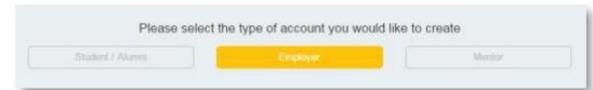




How do I create a user account?

1. Visit <https://sc.joinhandshake.com> and select “Sign up for an Account.”



2. Choose “**Employer**” for your account type.

3. Complete the requested fields to “**Sign up as an Employer,**” then **check the box** agreeing to the “**Terms of Service**” and acknowledging that you have read the “**Privacy Policy.**” Once this is complete, click the “**Submit**” button to continue.

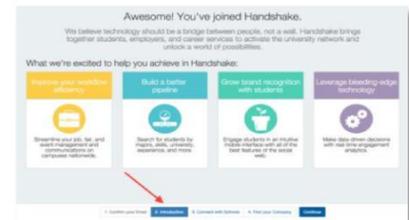
4. You will then see this window asking if you are a Third Party Recruiter:



If you are a third party recruiter, meaning that you are going to be posting jobs on behalf of another company, with the intent of finding candidates for that company to hire, then you must click the “**Yes, I am**” button and then read and agree to comply with Handshake’s third party recruiting policies (by checking the agree to comply box)

If you are not a third party recruiter, meaning you work for the employer you’re creating the account for, click the “**No, I am not**” button and click “**Finish**”.

5. You will be taken to a confirmation page and you will shortly (within 5-10 minutes) receive a confirmation email (to the email address you provided) enabling you to **confirm your account**.



6. When you click the link in your confirmation email, you will be brought to this page, giving you an introduction to Handshake:

7. You are now ready to either click “**3. Connect with Schools**” or “**Continue.**”

You can search for a particular school with which you’d like to connect or you can browse the selection of schools listed. When you locate the school you’re looking for, click “**Request to Connect.**” You will then need to wait for approval from the school.

8. Additionally, you can click “**Find Your Company**” or “**Continue.**” Both selections will bring you to a page with an overview of the company and how Handshake works with companies.

9. Once you’ve confirmed your account, you will need to connect it with an employer profile in Handshake.

If your organization is already using Handshake, search for it by name. When your company’s name appears, you can select “**Join Company**” and an approval request will be sent to the existing staff members at that organization for security purposes.

If you have a different domain name than your company has, or if your company has not enabled auto approve staff, and you try to join the company, you will move to “**pending status**” until you are approved by the company. Once the company confirms that your user account is valid, you will receive an approval via email.

