Create your Handshake account by clicking on the link below. Enter you university email that ends in.edu in the text box; click the purple "Sign up" button.



2. You will enter you .edu email again and click the purple "Next" button.

	- 0 Lin
net/email	\$ 0 i
Let's find your	
next job	
Join Handshake's community of students	
schools, and employers to find internships,	
land a job, and more. Get started by creating a free account in just a few steps.	
Marco Ballera	
edu email address	
hunkharthmäßhinan artu	
Land to control and a second second	
@".hiram.edu, @hiram.edu	
Next	
A state of the sta	
	And the set of the set o

- **3.** You will choose the University of Findlay from the drop-down list and click next.
- **4.** Create your own password following the guidelines listed below. You will click the check box next to "I agree...", then click the purple "Create Account" button.

🔢 Handshake X +	You are stowing Sethant Surkhart's screen View Options *	- o 🔤
← → C ■ appjoinhandshake.com/student_a	ccount_registrations/new#/password	x 💽 i
	Choose a	
	password	
	Passwords must be 8+ characters and contain 2+ of the following categories: letters, numbers, and special characters.	
	Password	
	Re-enter password	
	 I agree to the <u>Terms of Service</u> and have read the <u>Privacy Policy</u> 	
	Once you create an account you'll start receiving Handshake emails, You can unsubscribe at any time.	
	Create account	

- 5. Fill out required text boxes below: a. First name
 - a. First name
 - b. b. Last name
 - c. c. Major
 - d. d. Graduation month
 - e. e. Graduation year

1	Han	dshake	×	+	You are viewing Bethani Burkhart's screen View Options ~	-	0	iw)
÷	\rightarrow	C	app.joinhandshal	ke.com/student_account_registration	ns/new#/education	07	\$ B	
					Tell us about yourself The info below helps us customize your Handshake experience. Don't worry - you can			•
					make changes later. * Required field * First name			
					* Last name			l
					* Major			
					* Graduation month You can estimate this			-

- 6. The website will tell you to check your university email for a confirmation email sent by Handshake. You might need to wait a few minutes for it to arrive. Some reasons why it might not appear is that:
 - a. a. It went to your email's spam folder

	b. b. You	did not type your email correctly	
Handshake	× +	Tou are viewing bethins buthbart's screen View Options ~	- a 🖂
← → C	pjoinhandshake.com/not_confirmed		* 🚺 i
n			
		Check your email	
		We sent a confirmation to the email below. Please follow instructions in the message to confirm your account.	
		burkhartbm@hiram.edu	
		Logout	
		Don't see a confirmation email?	
		Give it a couple of minutes Make sure you're using the email above Check your spam folder Try resenting the confirmation email Contact support	

- 7. You will receive this email below. Click the red "Confirm Email" button to confirm and activate your Handshake Account.
 - a. If you typed your email correctly and it is not in the spam folder, click the "try resending the confirmation email" option or "Contact support" listed below.

	0 1			Tou are vie	ewing bethani bu	urkhart's screen	view Optio	ns					- 21	×
File Me	ssage 🛛 🖗 Tell	me what you want to do.												
🕞 Ignore 🔪	te Reply Repl All	Forward More *	CCDA Team Email Reply & Delete	G To Manager ✓ Done ⅔ Create New ck Steps	wove To	Rules *	Mark Categoria Unread	ze Follow Up +	Translate ↓ Select → Editing	Zoom	Reply with Meeting Poll FindTime			~
To Burkhart,	u 12/17/2020 10:12 andshake <han ITERNAL SENDER] Bethani M.</han 	AM dshake@m.joinhands Email Confirmation	shake.com>											
f there are p	roblems with how	this message is displayed	, click here to view it in	a web browser.										^
Hi Bethan Welcome to Confirm E	to Handshake	Please confirm y	our email addres	s to get started:										4
If this is a	mistake, you	can <u>cancel the reg</u> i	istration at any ti	me.										
P.O. Box 407	70, San Francisco	Shake 0, CA 94140	•											
C App Sto	TP Google Pl	av												*

8. For your first time signing in to Handshake, it will take you to this "Profile Visibility" prompt where you decide if you want your profile to be visible to the whole Handshake community or if you want keep it private. For CareerFest, you will need have to your profile visibility set to "Community". Click the level of visibility you want, then click the blue "Done" button.

i i Handshake				
	Get the most ou	t of Handshake by	updating your	
	⊕ ✓ Community	profile visibility	A Private	
	 You can message students You can receive messages You can browse jobs and ot 	and alumni with similar expe about job opportunities from her resources from Handsha	rience potential employers ke or your school	
	 Your profile will be visible Handshake colleges and 	to employers, students, and universities.	alumni across all	
		Done		

9. It will then take you to this short questionnaire regarding your profile and what jobs you want pushed toward you from Handshake. You can fill this out and click the green "Continue" button or you can click "Exit" at the top right-hand corner of your screen highlighted in red. Whether you fill out the questionnaire or choose "Exit" it will take you to the Handshake Home Screen and will not affect your experience

iii Handahake iii Handshake iii Handshake.com/student_onboardings/new iii Handshake iii Handshake iii Handshake iii Handshake is dedicated to diversity and providing a respectful, inclusive environment for all students. Gender @ Wm are we asking for this? Gender @ Wm are we asking for this? Gender identity isn't visible to others on your profile. e.g. Man, Non-binary Pronouns @ Wm are we asking for this? Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time. e.g. She/her, they/them	C ~ 1	Jenence.					
 A https://app.joinhandshake.com/student_onboardings/new B https://app.joinhandshake.com/student_onboardings/new A https://app.joinhandshake.com/student_onboardings/new A https://app.joinhandshake.com/student_onboardings/new A https://app.joinhandshake.com/student_onboardings/new A https://app.joinhandshake.com/student_onboardings/new A https://app.joinhandshake.com/student_onboardings/new A https://app.joinhandshake.com/student_inclusive A https://app.joinhandshake.com/student_i	Handshake	x + You are viewing Bethani Burkhart's screen View Optionse			-	٥	×
Image:	$\leftarrow \rightarrow \circ$	https://app.joinhandshake.com/student_onboardings/new	☆	垣	Ē		
How do you identify? (optional) Handshake is dedicated to diversity and providing a respectful, inclusive environment for all students. Gender @ Wmv are we asking for this? Gender identity isn't visible to others on your profile. e.g. Man, Non-binary Pronouns @ Wmv are we asking for this? Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time. e.g. She/her, they/them	i i Hand	dshake		-	Exit		_1
Handshake is dedicated to diversity and providing a respectful, inclusive environment for all students. Gender I with visible to others on your profile. e.g. Man, Non-binary Pronouns I with vare we asking tor this? Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time. e.g. She/her, they/them		How do you identify? (optional)					C
environment for all students. Gender Why are we asking for this? Gender identity isn't visible to others on your profile. e.g. Man, Non-binary Pronouns Why are we asking for this? Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time. e.g. She/her, they/them		Handshake is dedicated to diversity and providing a respectful, inclusive					
Gender Wtw.are we asking for this? Gender identity isn't visible to others on your profile. e.g. Man, Non-binary Pronouns Wtw.are we asking for this? Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time. e.g. She/her, they/them		environment for all students.					
Gender identity isn't visible to others on your profile. e.g. Man, Non-binary Pronouns ① Why.are we asking for this? Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time. e.g. She/her, they/them		Gender ⁽¹⁾ Why are we asking for this?					
e.g. Man, Non-binary Pronouns Mthy are we asking for this? Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time. e.g. She/her, they/them		Gender identity isn't visible to others on your profile.					
Pronouns ① Why are we asking for this? Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time.		e.g. Man, Non-binary					
Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time.		Pronouns ⁽¹⁾ Why are we asking for this?					
and pronoun visibility from your profile at any time. e.g. She/her, they/them		Add your pronouns and choose who can view them. You can change pronouns					
e.g. She/her, they/them		and pronoun visibility from your profile at any time.					
		e.g. She/her, they/them					
		Continue					
Continue							
Continue							

10. When you click the red "Confirm email" button, it will take you to this Handshake Login Page. Bookmark this on your web browser so that you have easy access to log in to Handshake. In the text box highlighted below in red, enter in your university's name. Then click the blue "Next" button.

Get t	he job done	Your email has been confirmed.			
Students	ž.	Sign in			
Launch the n	ext step in your career.	Students & Alumni Please select your school to sign in.		6	
Employer Hire the next	S generation of talent.	Please select your school to sign in.			
Career C	enters	New to Handshake? Select your school to get started.			
Bring the bes students.	st jobs to your	Employers & Career Centers Please sign in with your email.			
Learn More		email@example.edu			

11. Enter your university email in the text box and then click the blue "Next" button.



12. Enter the Handshake password that you created. We recommend that you click the check box "Keep me logged in" so that you will not have to log in each time for the Handshake website. Click the blue "Sign In" button.

Handshake	× +	You are viewing Bethani Burkhar	t's screen View Options *		-	٥	×
$\leftrightarrow \rightarrow \circ$	A https://app.joinhandshake.com	m/login?ref=app-domain		☆ 🇯	Ē		
ii	Hiram College burkhartbm@hiram.edu		Welcome back, Bethani	N			
			Please enter your password to sign in.	203			
			Password				
			Sign In Forgot your password?				
			C Keep me logged in				
	Is this not you? Switch Accounts.						

13. Now your Handshake complete, and you are at the Handshake Home Screen.



- **14.** On the menu bar, top right | Click the circle with your initials \rightarrow Click **My Profile**
 - a. Click on the pencil in the upper right corner



15. You need to complete the **SCHOOL YEAR Drop Down**, and **SAVE. Then complete your profile.**



16. Find this top bar→Click **EVENTS**→**ALL FILTERS**→{Scroll all the way down}→ **Deselect** "ONLY POSTED BY MY SCHOOL"→ Click **SHOW RESULTS**

Jobs Events	Q&A Stude	ents				Messages	
Event Search							
Q Search		This week This month	Career fair Virtual Saved All filt	ters			
Jobs Events	Q&A Stude	ints				Messages	•
Event Search		Filter		×			
Q Search		Career center					
Find events		Main Career Center					
Ro	Virtual Se Equita	 Only posted by my school Past events 			erFest 2021 2:00pm EST		
EQUITABLE	Tue May ! Virtual	Clear	385 results found	Show results	sessions →		
	Virtual Sessi Winter C	on Coding Challenge	Д				
	Wed Decem	ber 16, 2020 to Tue January 12, 2021					

- Go to EVENT SEARCH→Type Careerfest in search bar.
 Click on OFIC Careerfest 2021→Look to the right and click REGISTER