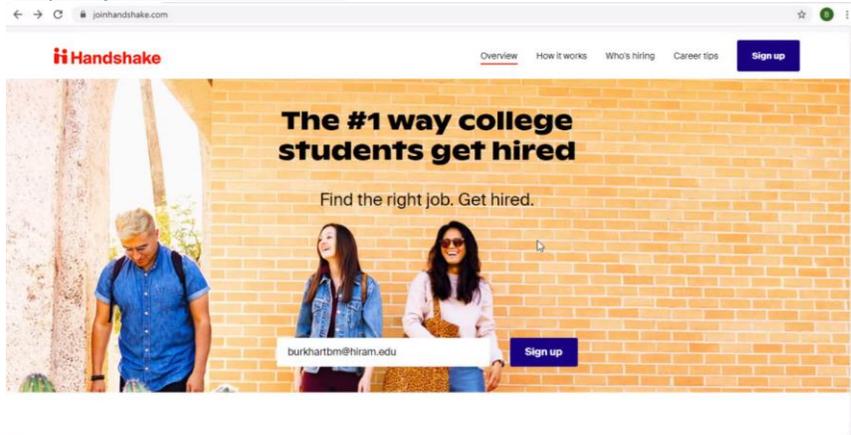
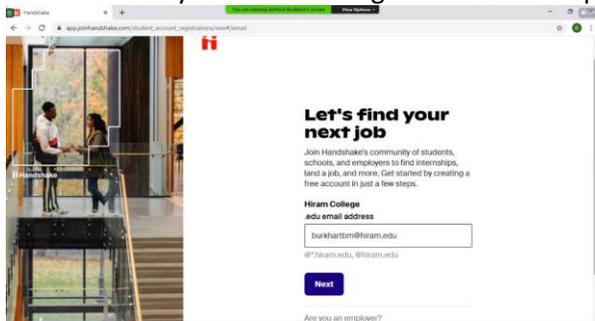


1. Create your Handshake account by clicking on the link below. Enter you university email that ends in.edu in the text box; click the purple “Sign up” button.

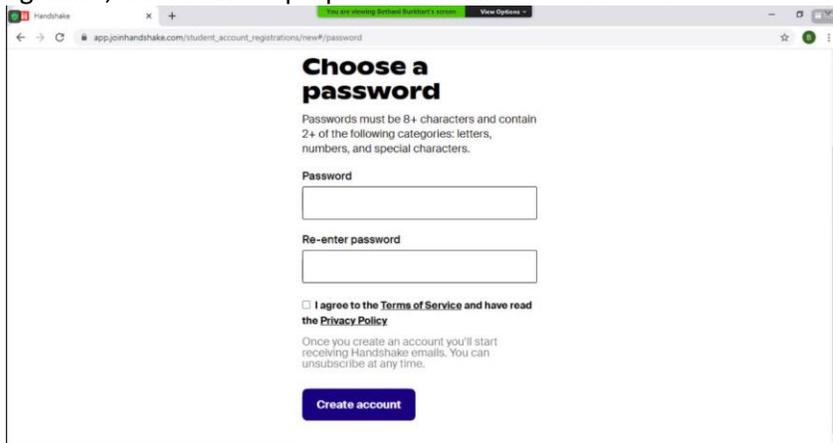
<https://joinhandshake.com/>



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



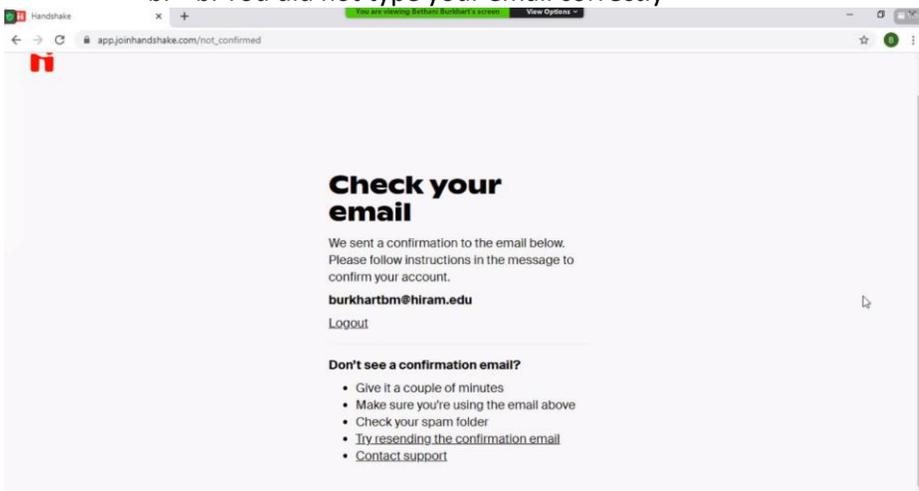
3. You will choose the University of Findlay from the drop-down list and click next.
4. Create your own password following the guidelines listed below. You will click the check box next to “I agree...”, then click the purple “Create Account” button.



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

The screenshot shows a web browser window with the URL `app.joinhandshake.com/student_account_registrations/new#/education`. The page title is "Tell us about yourself". Below the title, there is a paragraph: "The info below helps us customize your Handshake experience. Don't worry - you can make changes later." Below this, there are four required fields, each with a red asterisk: "First name", "Last name", "Major", and "Graduation month". The "Graduation month" field has a subtext: "You can estimate this". Each field is represented by a text input box or a dropdown menu.

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. It went to your email's spam folder
 - b. You did not type your email correctly



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.

Message | Tell me what you want to do...

File | Message | Tell me what you want to do...

Ignore | Delete | Reply | Reply All | Forward | More | Meeting | OCDA | To Manager | Done | Create New | Move | OneNote | Mark Unread | Categorize | Follow Up | Translate | Find | Related | Select | Zoom | Reply with Meeting Poll | FindTime

Thu 12/17/2020 10:12 AM
Handshake <handshake@m.joinhandshake.com>
[EXTERNAL SENDER] Email Confirmation

To: Burkhart, Bethani M.

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Handshake

Hi Bethani,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

Handshake

P.O. Box 40770, San Francisco, CA 94140

Download on the App Store | GET IT ON Google Play

- 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.

← → ↻ 🔒 https://app.joinhandshake.com/student_prompts Password se 🔍 ☆ 🏠 👤 ⋮

Handshake



Get the most out of Handshake by updating your profile visibility

Community Employers Private

- ✓ You can message students and alumni with similar experience
- ✓ You can receive messages about job opportunities from potential employers
- ✓ You can browse jobs and other resources from Handshake or your school

 Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities.

[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.

Handshake

How do you identify? (optional)

Handshake is dedicated to diversity and providing a respectful, inclusive environment for all students.

Gender Why are we asking for this?
Gender identity isn't visible to others on your profile.

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.

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.

Handshake

Get the job done

Students
Launch the next step in your career.

Employers
Hire the next generation of talent.

Career Centers
Bring the best jobs to your students.

[Learn More](#)

Your email has been confirmed.

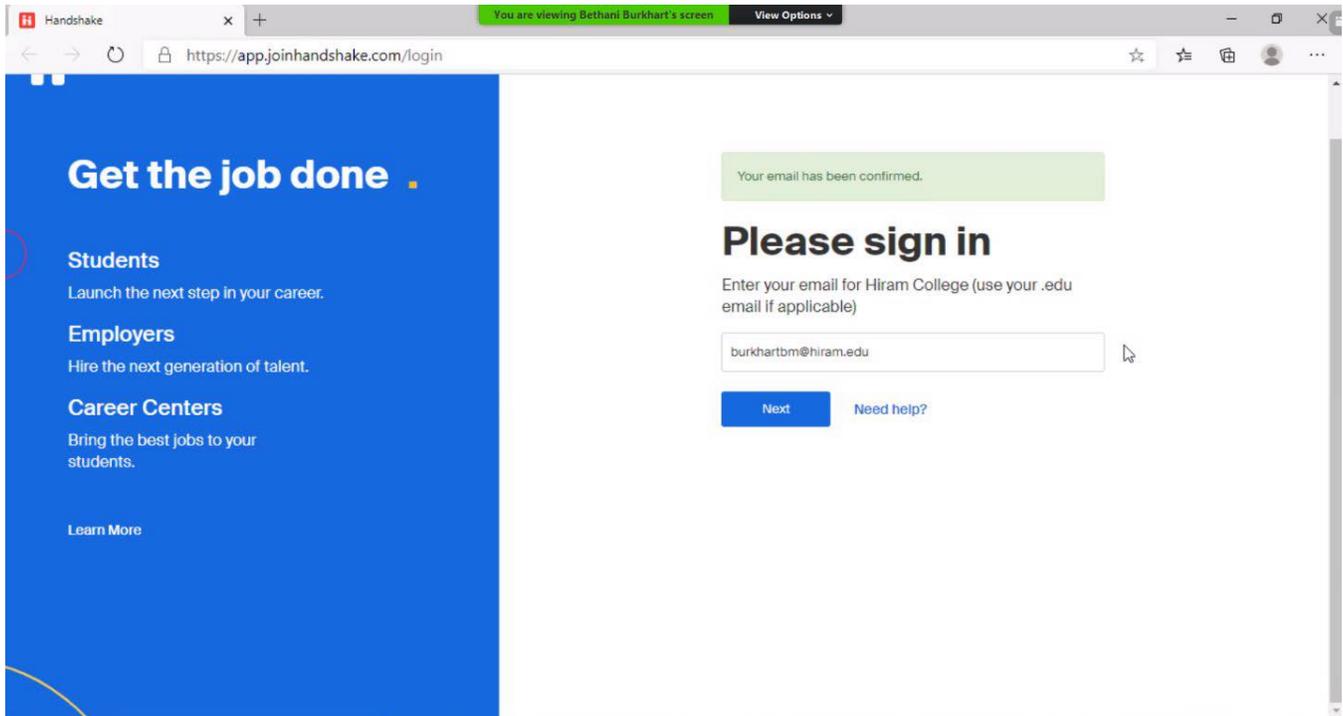
Sign in

Students & Alumni
Please select your school to sign in.

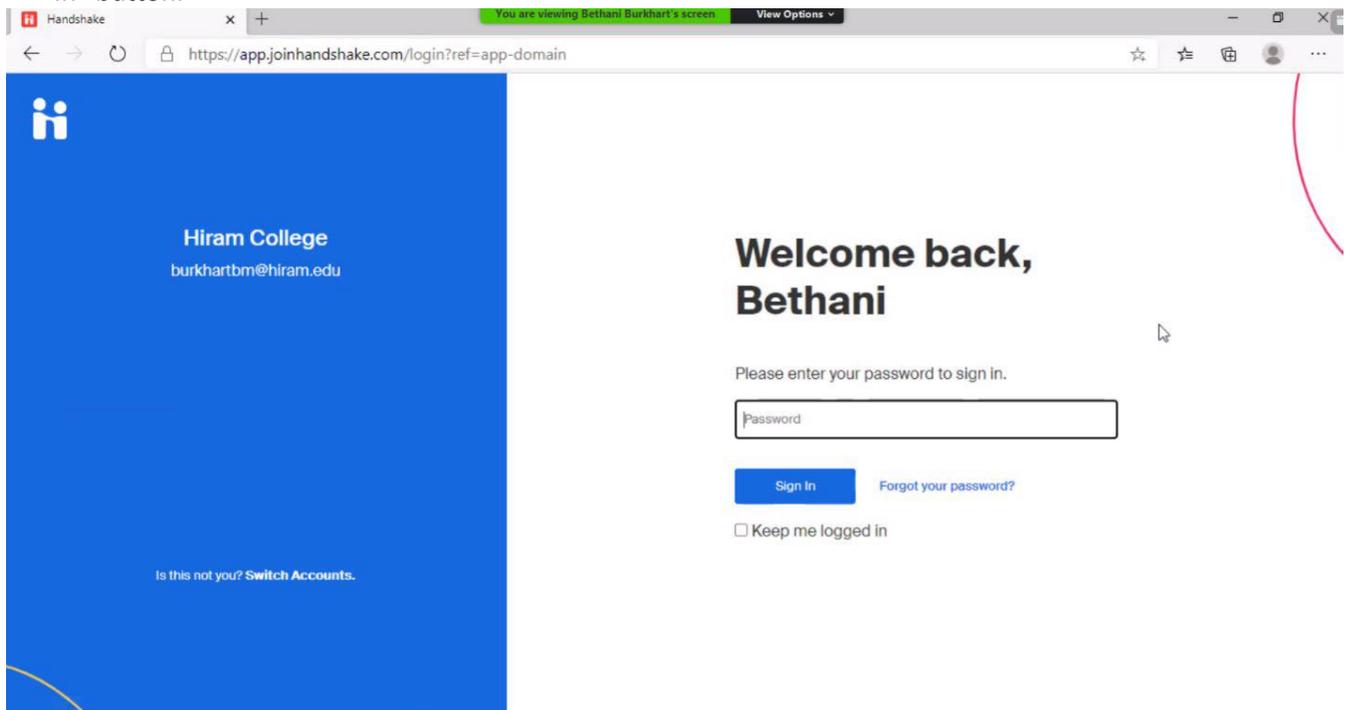
New to Handshake? Select your school to get started.

Employers & Career Centers
Please sign in with your email.

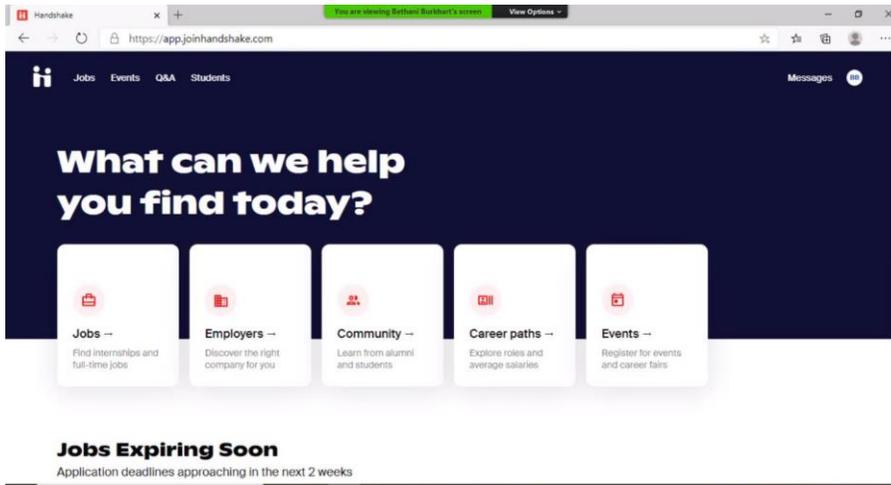
11. Enter your university email in the text box and then click the blue “Next” button.



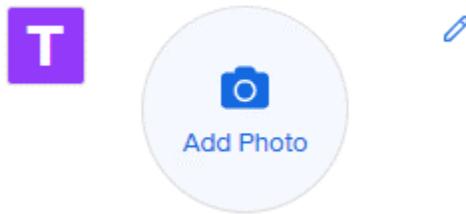
- 12.** Enter the Handshake password that you created. We recommend that you click the check box “Keep me logged in” so that you will not have to log in each time for the Handshake website. Click the blue “Sign In” button.



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

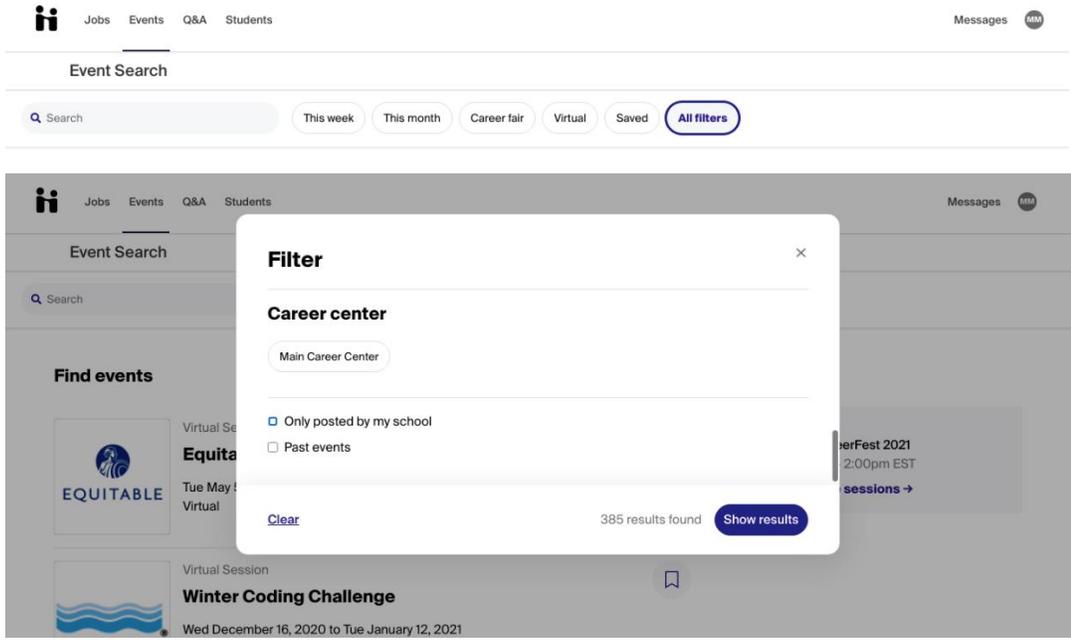


14. On the menu bar, top right | Click the circle with your initials → Click **My Profile**
 - a. Click on the pencil in the upper right corner



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**



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