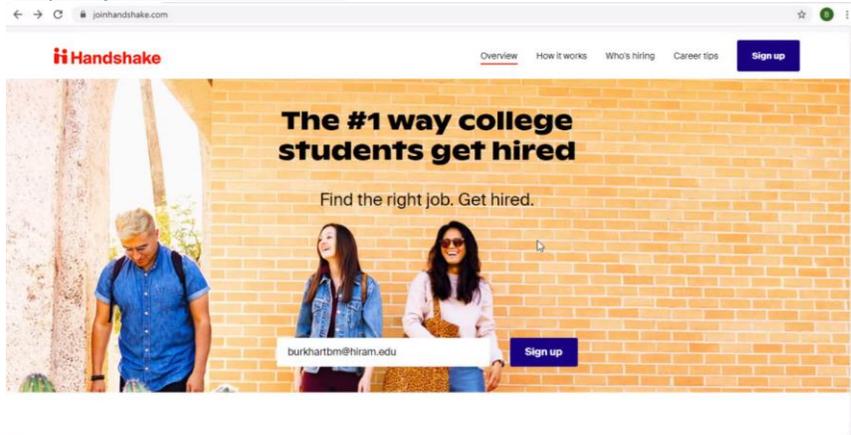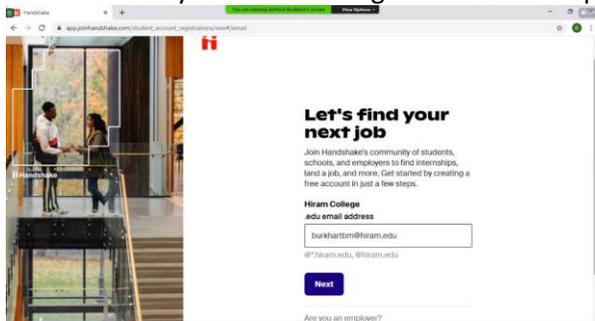1. Create your Handshake account by clicking on the link below. Enter you university email that ends in.edu in the text box; click the purple "Sign up" button.
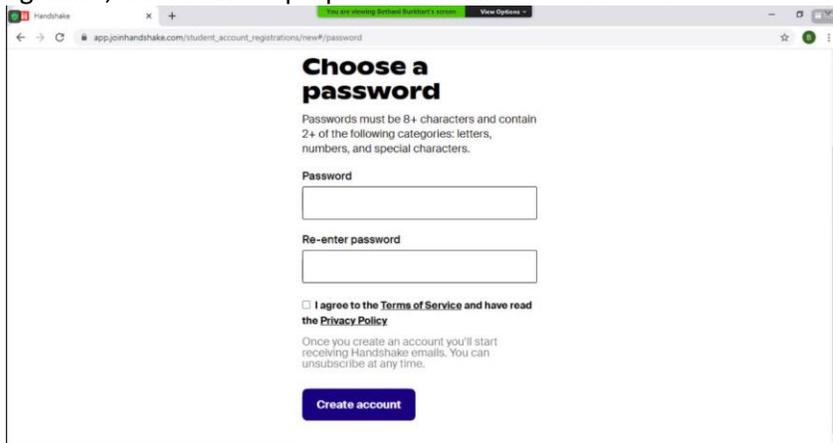   https://joinhandshake.com/

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
   a. First name
   b. b. Last name
   c. c. Major
   d. d. Graduation month
   e. e. Graduation year

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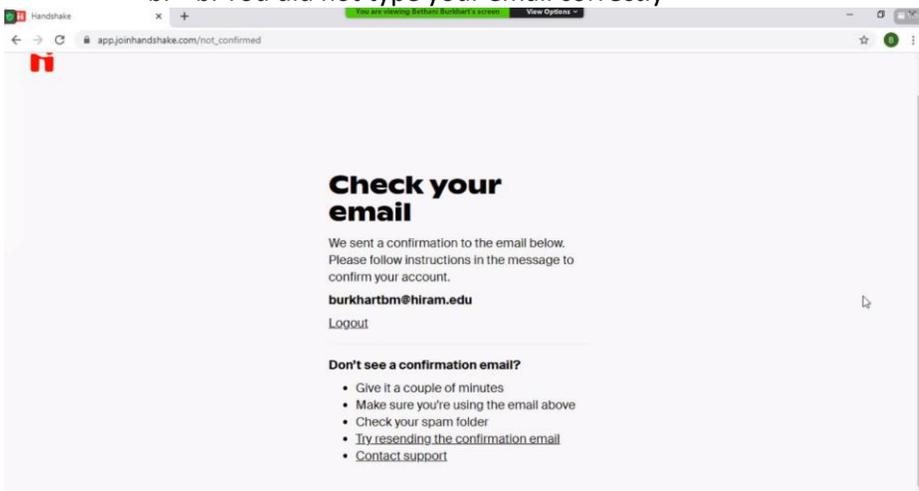
7. You will receive this email below. Click the red "Confirm Email" button to confirm and activate your Handshake Account.
   a. If you typed your email correctly and it is not in the spam folder, click the "try resending the confirmation email" option or "Contact support" listed below.

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.

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.

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.

11. Enter your university email in the text box and then click the blue "Next" button.
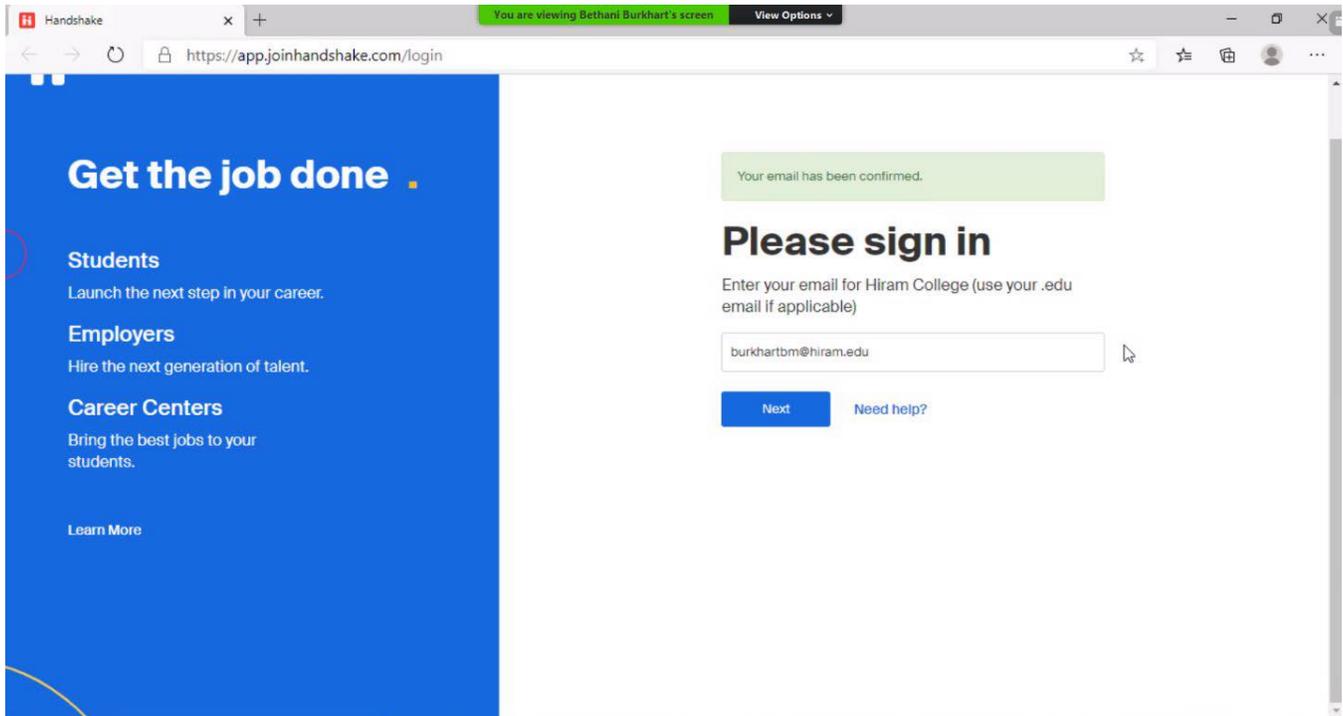
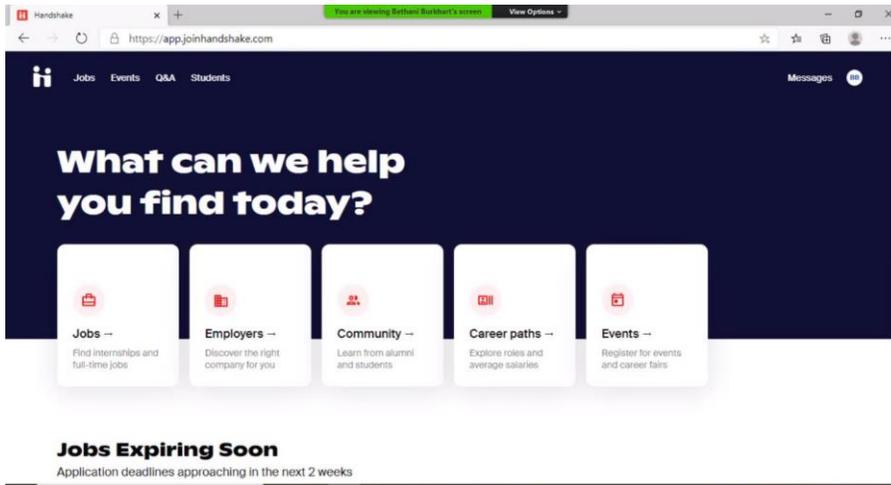**12.** Enter the Handshake password that you created. We recommend that you click the check box "Keep me logged in" so that you will not have to log in each time for the Handshake website. Click the blue "Sign In" button.
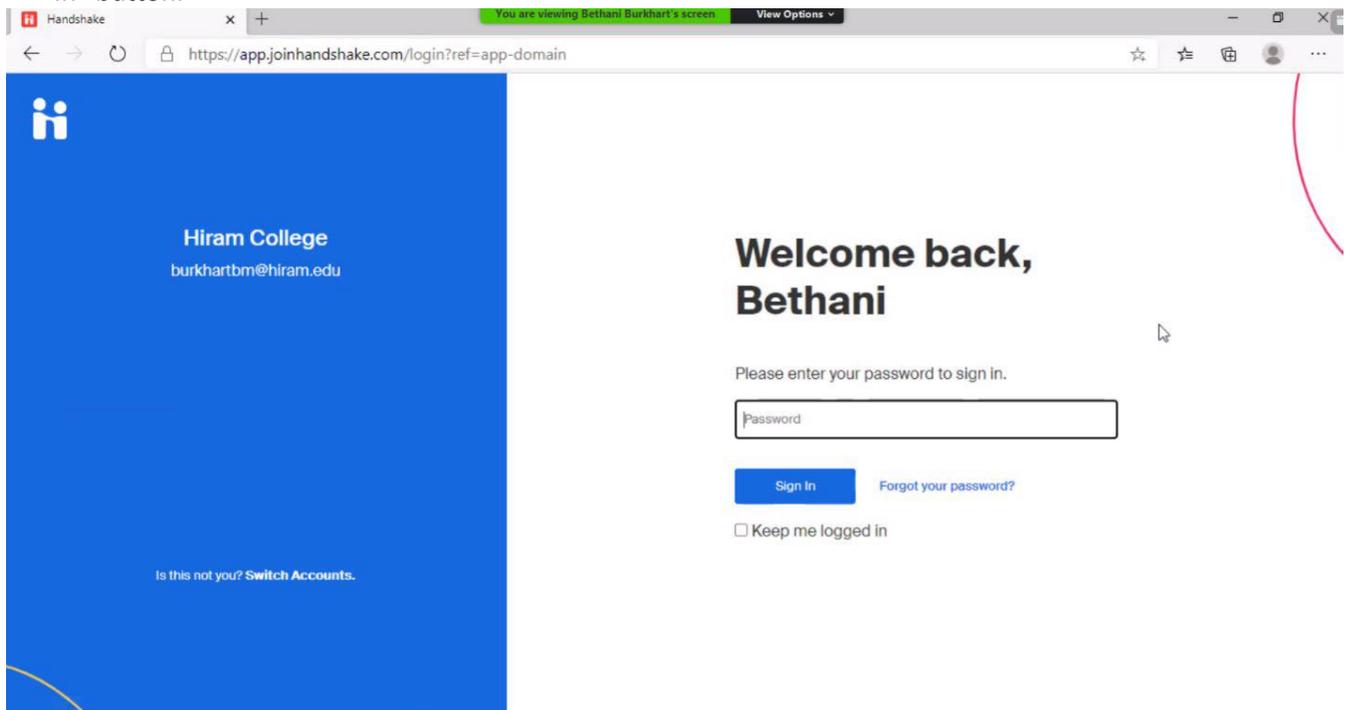
13. Now your Handshake complete, and you are at the Handshake Home Screen.
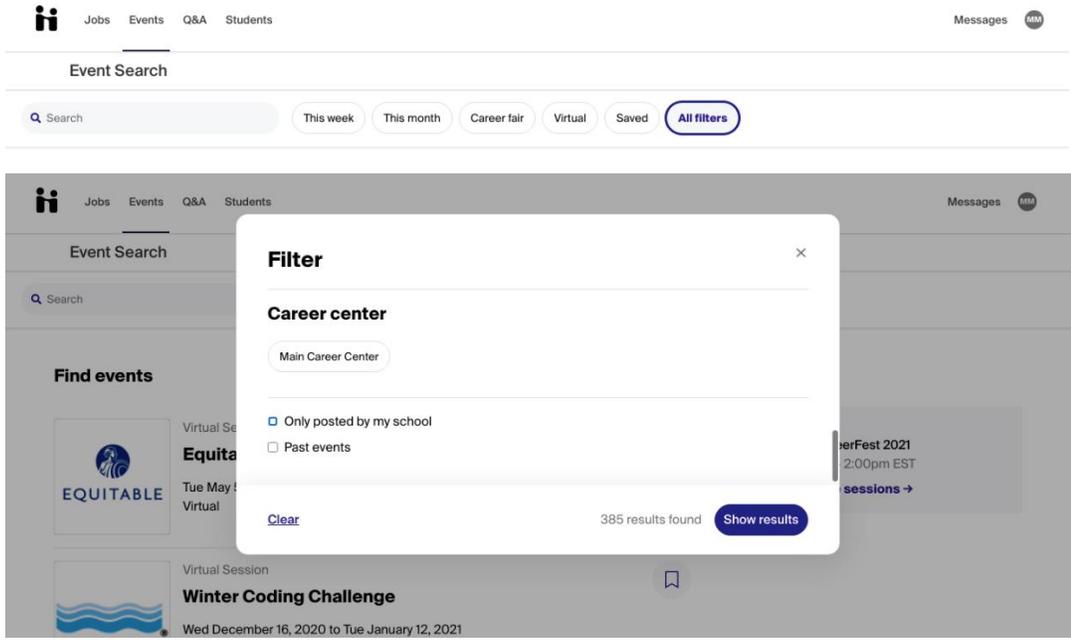
14. On the menu bar, top right | Click the circle with your initials→Click **My Profile**

    a.   Click on the pencil in the upper right corner
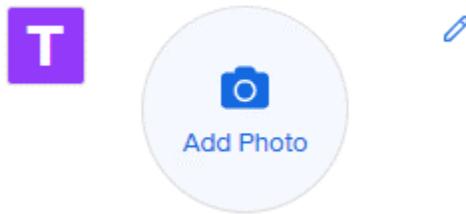
15. You need to complete the **SCHOOL YEAR Drop Down**, and **SAVE. Then complete your profile.**

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**