Handshake Help Center > Employer > Account Setup & Settings

How to Create a User Account, Join a Company, and Connect with Schools

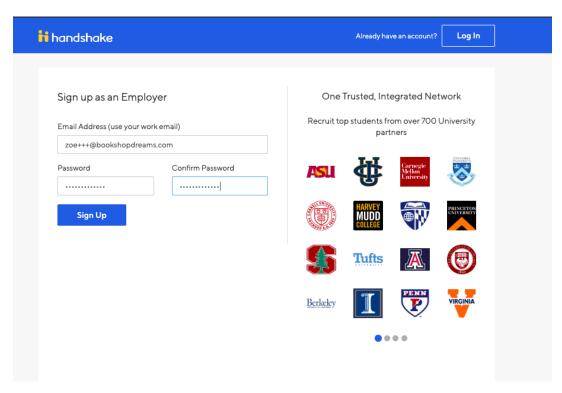
Hilary - March 13, 2019 13:53

Ready to create an account with Handshake? Follow these steps to get started:

- Visit https://app.joinhandshake.com/register
- Select the **Employer** account type from the options presented

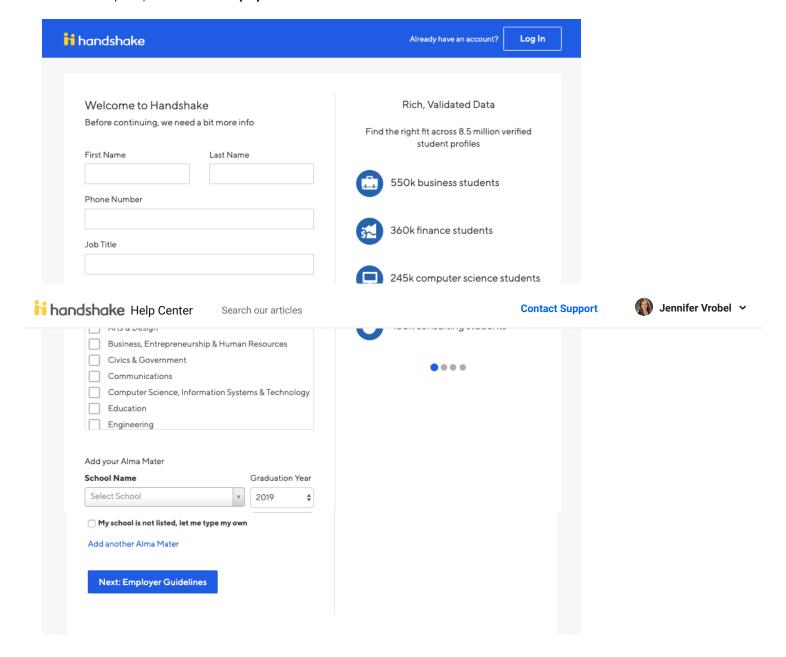


• Fill out your email address and create your password then click **Sign Up**

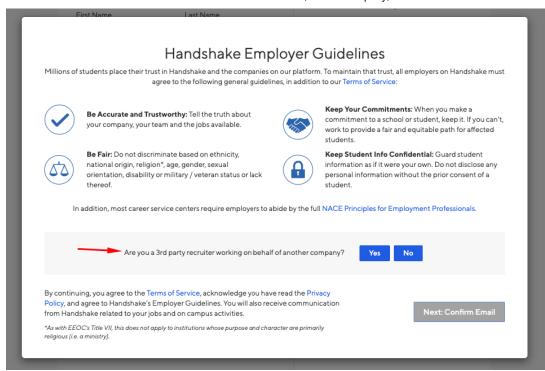


• From this page, enter in the following information (note: none of this information will be public to students unless you determine to make your profile public):

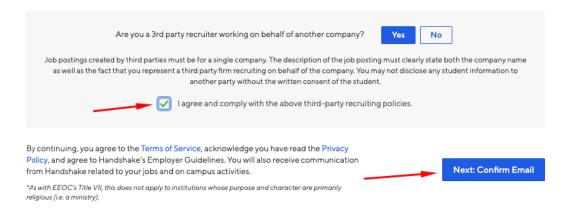
- o First Name
- Last Name
- o Phone Number
- o Job Title
 - This is your personal job title, and not the job that you are recruiting for
- o Types of student's you're interested in recruiting on Handshake
 - There is not a way to add to this list
 - The selections you make here do not hinder your ability to recruit students in any way, it's simply used for data purposes.
- o Alma Mater & Graduation Year
 - Do **not** select which schools you're interested in recruiting from here.
- Once completed, click on Next: Employer Guidelines



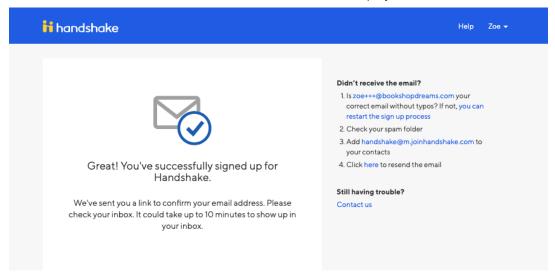
- From here, read the Employer Guidelines, Terms of Service, and Privacy Policy
- Click on either Yes or No after the question "Are you a 3rd party recruiter working on behalf of another company?"



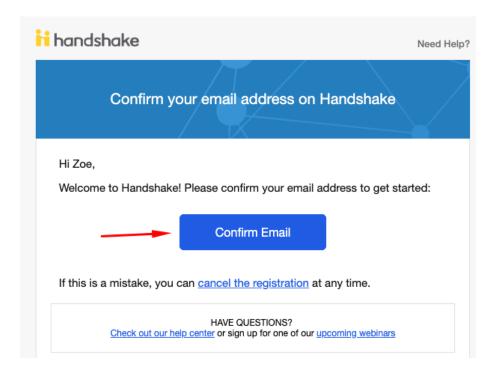
- If you are a third party recruiter select answer Yes, then review and check the box to agree to Handshake's third party recruiter policy to move forward.
- If you are not a third party recruiter, select No.
- · Once this question is answered, click Next: Confirm Email.



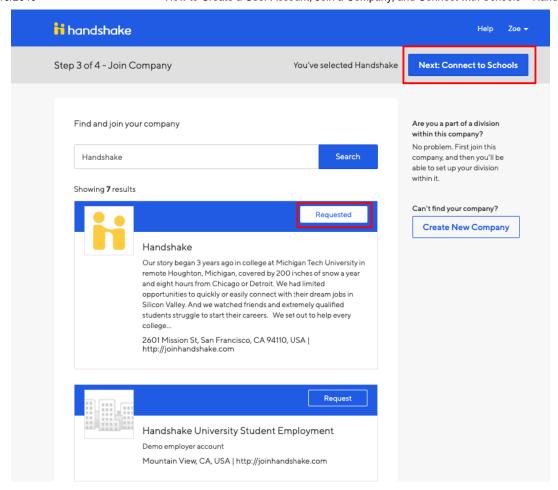
- Next, you will see the following screen, which contains instructions on how to verify your account via the
 email address you provided. The email should arrive within 10 minutes and will contain a link enabling you
 to confirm your account. You must click this link before you can proceed with the registration process.
 - If you don't receive a confirmation email, please see our Confirmation Email
 Troubleshooting Guide.



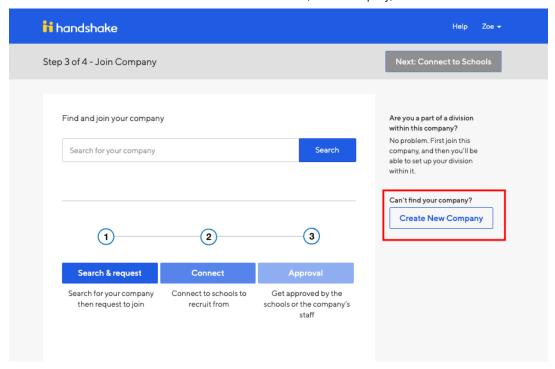
. When the email arrives, click the Confirm Email button to verify your account.



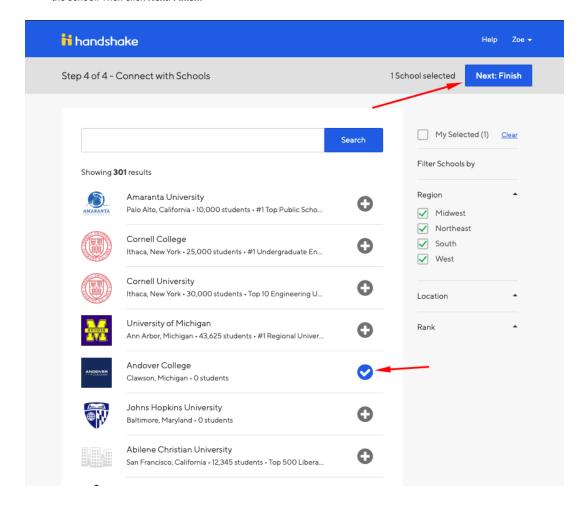
When you click Confirm Email in your confirmation email, you will be brought back to Handshake. If
your company already exists in our system, you'll see the following page. You can click Request to
connect with that company and then select Next: Connect to Schools.



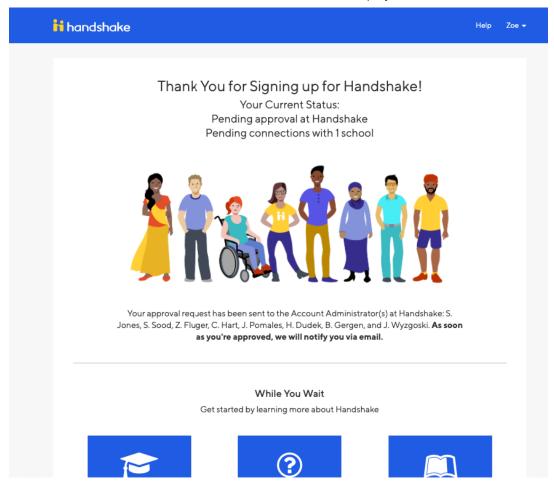
- If this is not the right company, or if no company pre-populates, you can use the search bar to find your company. If
 your company does not exist, you can click the Create New Company button.
 - Read How do I create a company profile to learn more about completing your company profile in Handshake.
 - Helpful Tip: If this is not your company and you think that an additional account should be opened for your domain you should create a new support ticket to discuss opening an additional Handshake account.



• Next, you will want to choose schools to connect to. Use the filters on the left side of the screen to narrow down schools by rank, region and location. To request to connect with individual schools, click the + button to the right of the school. Then click **Next: Finish.**



• If you are not automatically connected with your company you will see a pending page. To learn more about being in a pending status at your company, check out this article here.



Troubleshooting Tip: What to do if you accidentally joined the wrong company

Was this article helpful? (\blacksquare 9) 25 out of 44 found this helpful

Have more questions? Submit a request