

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

Sign Up

What kind of account do you want to create?

Student / Alumni Employer

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

handshake Already have an account? [Log In](#)

Sign up as an Employer

Email Address (use your work email)
zoe+++@bookshopdreams.com

Password
.....

Confirm Password
.....

Sign Up

One Trusted, Integrated Network

Recruit top students from over 700 University partners

ASU Tufts Carnegie Mellon University Columbia

Harvard University Harvey Mudd College Princeton University

Stanford University Tufts University University of Virginia Princeton University

Berkeley Tufts University Penn State University of Virginia

- 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**):

- First Name
 - Last Name
 - Phone Number
 - Job Title
 - This is your personal job title, and not the job that you are recruiting for
 - 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.
 - 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?"

First Name _____ Last Name _____

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

 **Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.

 **Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

 **Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.

 **Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

 Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

- 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**.

Are you a 3rd party recruiter working on behalf of another company?

Job postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company. You may not disclose any student information to another party without the written consent of the student.

 I agree and comply with the above third-party recruiting policies.

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).



- 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](#).**



Help Zoe ▾



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Didn't receive the email?

1. Is zoe+++@bookshopdreams.com your correct email without typos? If not, [you can restart the sign up process](#)
2. Check your spam folder
3. Add handshake@m.joinhandshake.com to your contacts
4. Click [here](#) to resend the email

Still having trouble?
[Contact us](#)

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



Need Help?

Confirm your email address on Handshake

Hi Zoe,

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.

HAVE QUESTIONS?
[Check out our help center](#) or sign up for one of our [upcoming webinars](#)

- 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**.

Step 3 of 4 - Join Company

You've selected Handshake

Next: Connect to Schools

Find and join your company

Handshake Search

Showing 7 results

Requested

Handshake

Our story began 3 years ago in college at Michigan Tech University in remote Houghton, Michigan, covered by 200 inches of snow a year and eight hours from Chicago or Detroit. We had limited opportunities to quickly or easily connect with their dream jobs in Silicon Valley. And we watched friends and extremely qualified students struggle to start their careers. We set out to help every college...

2601 Mission St, San Francisco, CA 94110, USA | <http://joinhandshake.com>

Request

Handshake University Student Employment

Demo employer account

Mountain View, CA, USA | <http://joinhandshake.com>

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?

Create New Company

- 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.*

Step 3 of 4 - Join Company

Next: Connect to Schools

Find and join your company

Search for your company

1 — 2 — 3

Search & request **Connect** Approval

Search for your company then request to join Connect to schools to recruit from Get approved by the schools or the company's staff

Are you a part of a division within this company?
No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?

- 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**.

Step 4 of 4 - Connect with Schools

1 School selected

Search

Showing 301 results

My Selected (1) [Clear](#)

Filter Schools by

Region

Midwest
 Northeast
 South
 West

Location

Rank

Amaranta University
Palo Alto, California • 10,000 students • #1 Top Public Scho...

Cornell College
Ithaca, New York • 25,000 students • #1 Undergraduate En...

Cornell University
Ithaca, New York • 30,000 students • Top 10 Engineering U...

University of Michigan
Ann Arbor, Michigan • 43,625 students • #1 Regional Univer...

Andover College
Clawson, Michigan • 0 students

Johns Hopkins University
Baltimore, Maryland • 0 students

Abilene Christian University
San Francisco, California • 12,345 students • Top 500 Libera...

- 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](#).

 Help Zoe ▾

Thank You for Signing up for Handshake!

Your Current Status:
Pending approval at Handshake
Pending connections with 1 school



Your approval request has been sent to the Account Administrator(s) at Handshake: S. Jones, S. Sood, Z. Flugger, C. Hart, J. Pomales, H. Dudek, B. Gergen, and J. Wyzgoski. **As soon as you're approved, we will notify you via email.**

While You Wait

Get started by learning more about Handshake







Troubleshooting Tip: [What to do if you accidentally joined the wrong company](#)

Was this article helpful?   25 out of 44 found this helpful

Have more questions? [Submit a request](#)