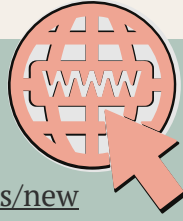


HOW TO CREATE A HANDSHAKE ACCOUNT

For Employers New to Handshake

STEP 1. CREATE ACCOUNT LINK



https://app.joinhandshake.com/employer_registrations/new

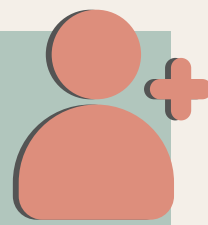
STEP 2. CREATE

Enter your work email.

Create a password.



STEP 3. ENTER EMPLOYER INFORMATION



Click NO to being a 3rd Party Recruiter.
Agree to 'Terms and Conditions'.

STEP 4. CHECK YOUR EMAIL

Check your email and confirm your email
address.



STEP 5. FIND OR CREATE YOUR COMPANY

Search for your Company and click 'REQUEST'.

If your company doesn't have a Handshake profile
click "Create New Company"



STEP 6. CONNECT

Search the schools you would like to
connect with.



STEP 7. WAIT FOR APPROVAL

Now wait for your department to approve you.



STEP 8. COMMUNICATE

Once approved, click on your name in the
upper right-hand corner.

Set up USER SETTINGS.

Set up STATUS MESSAGING PREFERENCES.



MAKE SURE YOU:

- Connect to your appropriate employer.
- Let CGU know you are looking to connect!