

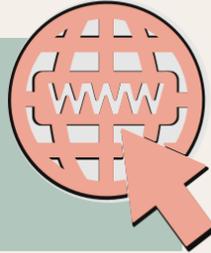
HOW TO CREATE A HANDSHAKE ACCOUNT

For Faculty/Staff Members New to Handshake

STEP 1. LOGIN LINK

<https://cgu.joinhandshake.com/login>.

Go to this link (bookmark it).



STEP 2. CREATE

Create a new account at the top right!

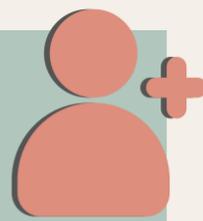
DO NOT CLICK 'LOG IN'.



STEP 3. SIGN UP

Sign up as an employer at the bottom.

Yes! **An employer!** As a Faculty/Staff member, you become an employer.



STEP 4/5. ENTER YOUR INFO

Use your CGU email and create a password.
Fill-in required personal details fields.



STEP 6. CHECK GUIDELINES

Check 'No' for 3rd party recruiter.
Agree to 'Terms and Conditions'.
Marketing messages are optional.



STEP 7. CONFIRM EMAIL

Go to your CGU email and confirm the new Handshake account.



STEP 8. FIND YOUR DEPARTMENT

Scroll to find your department and request access.

Scroll back to the top and 'Connect to Schools'.

STEP 9. CONNECT TO SCHOOLS

Search for 'Claremont Graduate University'.

Connect to the Claremont Colleges Consortium.



STEP 9. WAIT FOR APPROVAL

Your department will need to approve/add you.



MAKE SURE YOU:

- Connect to the correct department. If you are unsure ask a supervisor or contact the CDO.
- Connect to all 7 Claremont Consortium Schools.