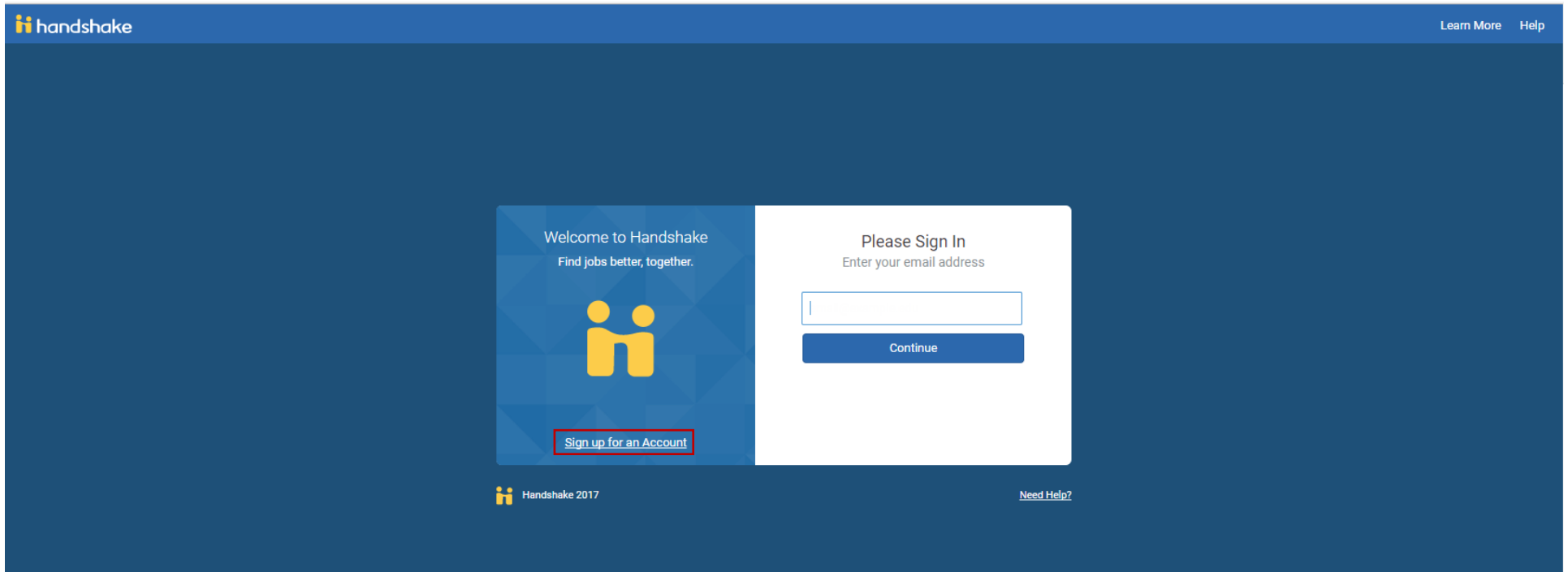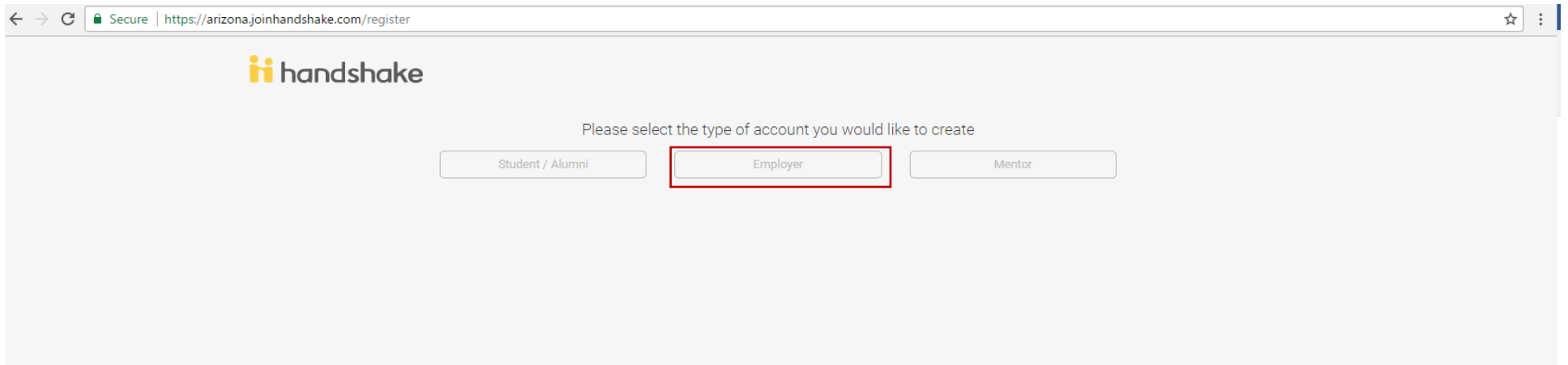To register for a new User Account on Handshake, please copy and paste the link below into your web browser:

https://app.joinhandshake.com/login?school_approval_token=S-9U5XUY-xcF7Hid2rmC2R0OtgjRqaHbHr6JRRv2bkPnfSfVShsKWQ

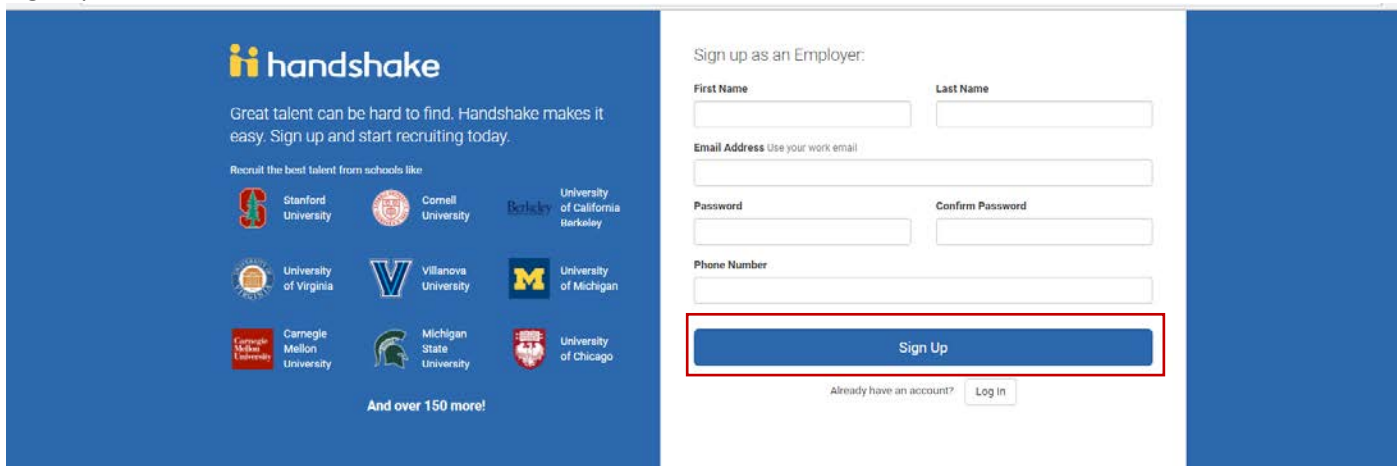New Users Click on 'Sign Up for an Account'

Click on Employer

From the Employer Registration screen, fill out the fields to Sign Up as an Employer, and click on
Sign Up':

Complete the additional information, and click on 'Continue':

Read, and agree to, the Handshake Employer Guidelines; indicate that you are not a 3rd party recruiter, and click on 'Continue':

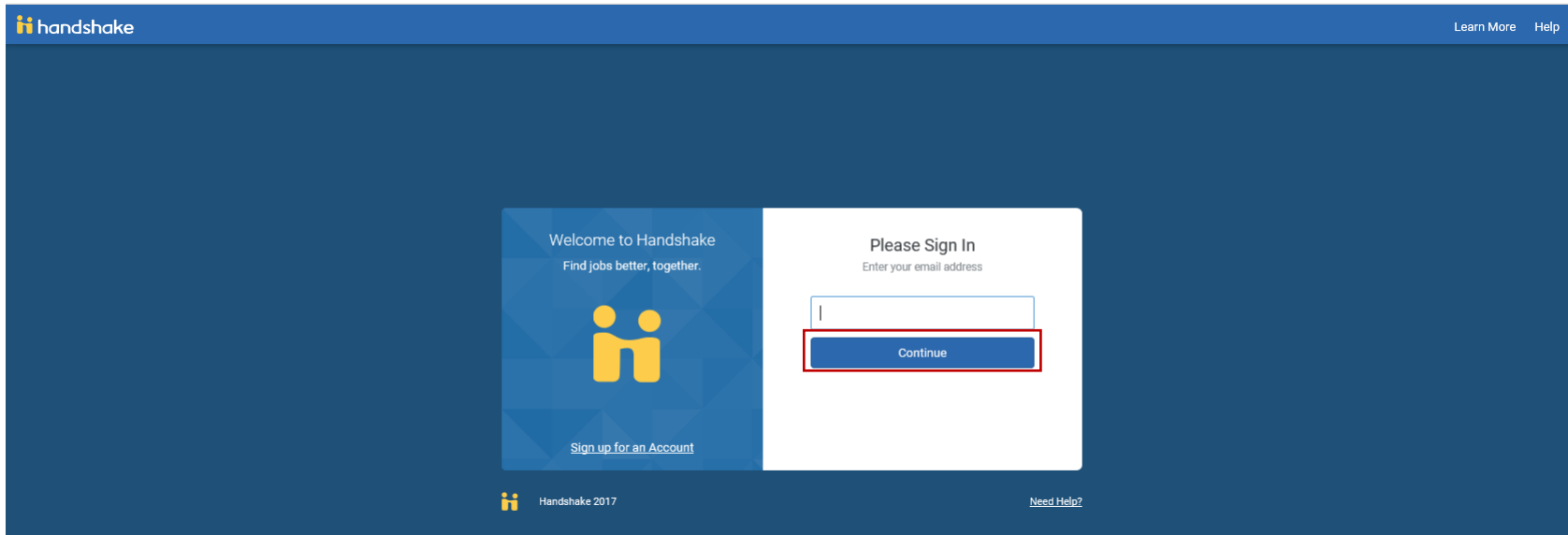You should receive a confirmation screen asking you to check your email inbox for a link to confirm your email address:
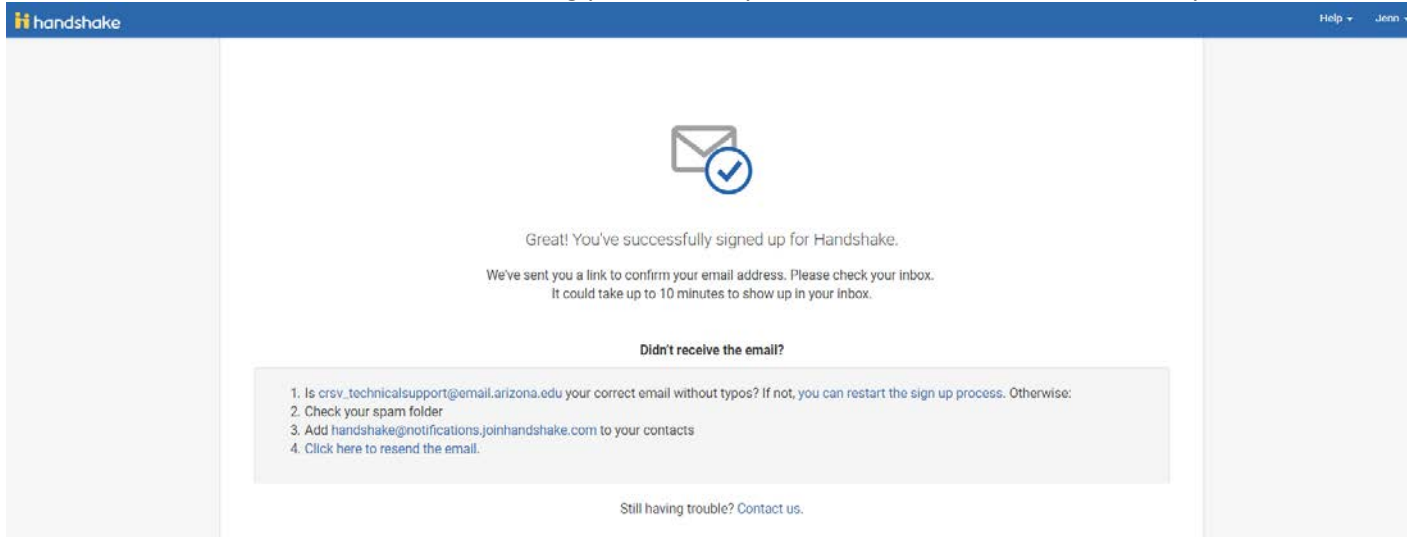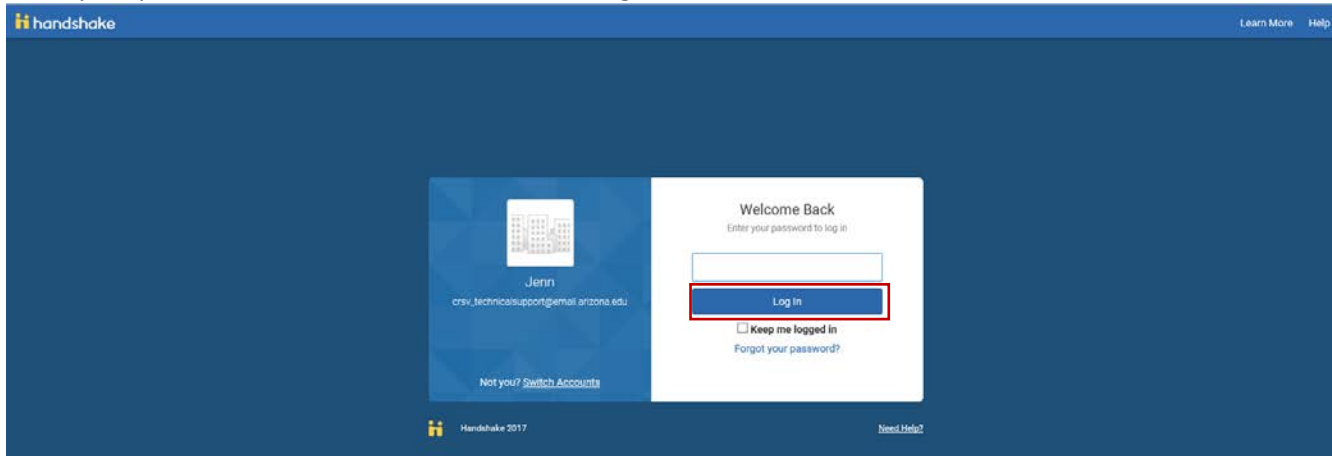

From the email, click on 'Confirm Email':
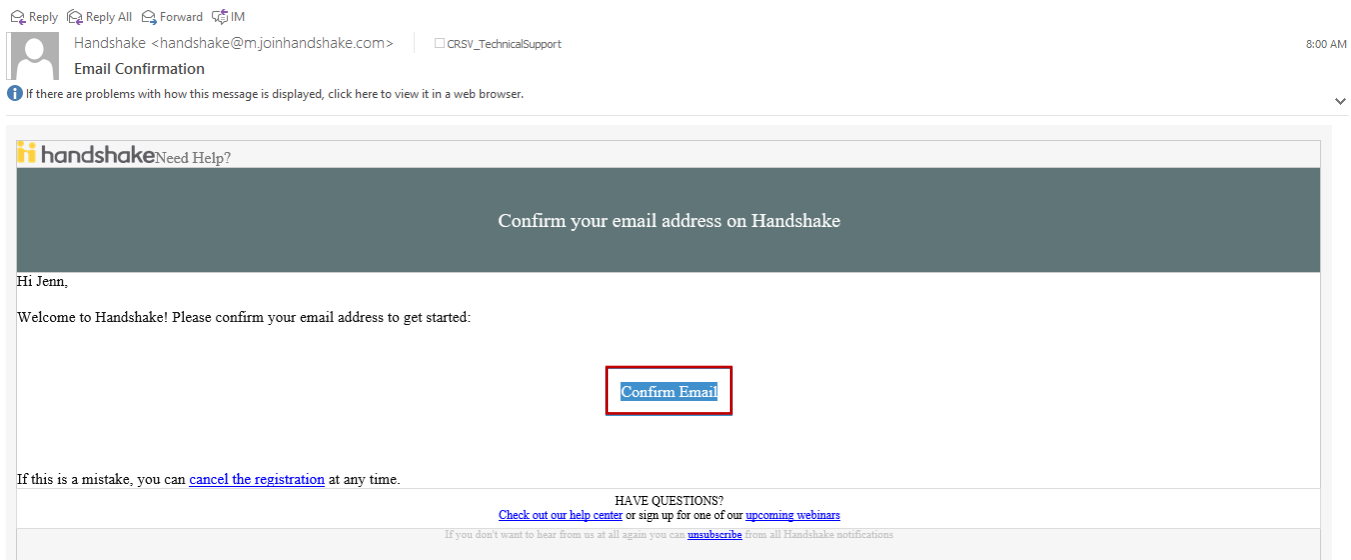
Enter your email address on the screen below, and click on 'Continue' :

Enter your password on the screen, and click on 'Log In'

When you log in you will see this screen. Instead of requesting to join the University of Arizona main account, either click on 'Create New Company' on the right hand side, to create a profile for your individual University of Arizona department, or request to join the account for the department you are affiliated with, if it is already listed on the left. For new University of Arizona department accounts, please use the naming convention 'University of Arizona (your department name here)'.

Complete your company profile screens and click on 'Create New Company'

The University of Arizona will already be pre-selected as a school for you to join. Click on 'Continue' at the bottom of the screen:

To manage your Campus Employer Page and add more staff as Handshake Users, click on the 'Company Settings' link from the drop down menu below your name in the top right-hand corner of your Home Screen:

Click on 'Staff Management':

Enter the email address of the staff person you want to add as a Handshake User into the 'Add existing user by email' box, and click on 'Add Staff Member':

Enter the new Staff person's Email Address and Name on the New Staff screen:

Add the roles that you wish the staff person to have for your Department Account, and click on 'Create User''. The staff person will receive an email from Handshake asking them to confirm their email account, and then create their own unique user password to log into the Department Account in Handshake