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-xcF7Hid2rmC2R0OtgiRqaHbHR6JRRv2bkPnfSfVShsKWQ

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:

![Employer Registration Screen](image-url)
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’:

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.

- **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.

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

- **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 a company?  Yes  No

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

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 cron.technicalsupport@email.arizona.edu your correct email without typos? If not, you can restart the sign up process. Otherwise:
2. Check your spam folder
3. Add handshake@notifications.joinhandshake.com to your contacts
4. Click here to resend the email.

Still having trouble? Contact us.

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:

Click on the 'Invite Link' button on the right hand side of the screen:
Copy the unique Invite Link URL for your department’s On Campus Employer Account, and paste it into your browser bar to get to the ‘New Staff’ page:

https://app.joinhandshake.com/register?user_type=Employers&employer_invite_token=

If you feel that this link is being abused, or you would like to invalidate the current link, you can generate a new one.
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.