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-xcF7Hid2rmC2R0OtqjRqaHbHr6JRv2bkPnfSfVShsKWQ

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 ‘Next: Employer Guidelines’: 
Read, and agree to, the Handshake Employer Guidelines; indicate that you are not a 3rd party recruiter, and click on ‘Next: Confirm Email’:

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

Didn't receive the email?
1. Is cray-joblink@email.arizona.edu 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

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 ‘Next: Finish’ at the top of the screen:
UA Campus Department Staff who create a new Employer account for their department will be designated as the account Owner. Account Owners can invite other staff or faculty members from their department to be Recruiters on the account.

Staff/Faculty who are designated as Recruiters on an Employer account, will have their own user login, for the account and will be able to perform the following tasks in the account:

- Post jobs and manage applicants on their job postings
- View/Manage other job postings on the account, and the associated applicants
- Register for Career Fairs
- Request to host Employer Events on campus

Use the following steps, as the Account Owner, to invite other UA staff or faculty to be Recruiters on your account:

From your Employer dashboard, click on the drop down arrow, to the right of your name, and click on ‘Employee Directory’: 

![Employee Directory](image_url)
From the top of the Staff Management screen, click on the ‘Invite Link’ button:

Highlight, Copy (right click, copy, or CTRL+C) and Paste the whole link into an email, and send to the Staff or Faculty member:

Staff/Faculty that receive an invite will be prompted to register for a Handshake account, and will automatically be joined to your Employer Account as a Recruiter when they create their user account.