HOW TO MAKE AN ACCOUNT ON HANDSHAKE

University of North Texas – Student Employment
How do I make an account?

1. Log in to Handshake
   a. Once you receive your login email from Handshake, be sure to click on the “Get Started” link in your email to confirm your email address and create your account. It should look like this:

   Hi FirstName,

   The University of North Texas has invited you to join University of North Texas - Student Employment's college recruiting team on Handshake!

   Handshake helps employers find, access and hire the best college talent. Connect with top students at over 150 universities using our single platform.

   GET STARTED

   HAVE QUESTIONS?
   Check out our help center or sign up for one of our upcoming webinars

   b. Then you will create your unique password and enter in your phone number:
c. If you do not receive an email from Handshake by Tuesday, August 1st, you can still create an account as an employer by going to: https://unt.joinhandshake.com.

d. Be sure click Employer:

e. Next, you will be brought to a page where you can select the types of students you wish you recruit (i.e., Education), and you can add your own school alma mater. This will add you to the Handshake Alumni network. (You can skip the Alma Mater section if you’d like).
f. The next pop-up screen will go over some employer guidelines. Be sure to select “NO” as you are not a 3rd party recruiter working on behalf of another company.
g. You will be brought to a page which asks you to Join a Company. Be sure to select the **University of North Texas – Student Employment**. Please do NOT select the other option!
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h. Next, you will be invited to Connect to Schools. University of North Texas should be at the top and already checked. If not, type in University of North Texas and click **Next: Finish**.

i. Next, your account will be approved by one of our staff members within 1-3 business days!