How do I create a user account and join an existing company?

Ready to create an account with Handshake? Follow these steps to get started:

Visit https://app.joinhandshake.com/register

1. Select the "Employer" account type from the options presented
2. Fill out the information requested then click Sign Up

3. Enter your recruiting interests and Alma Mater to help us better understand how you'll use Handshake. Then click Continue:

4. Read the Employer Guidelines, Terms of Service, and Privacy Policy:

5. If you are a third party recruiter select answer Yes, then review and agree to Handshake's third party recruiter policy to move forward. If you are not a third party recruiter, select No. Then, click Continue.

6. Next, you will see the following screen, which contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.
7. When the email arrives, click the Confirm Email button to verify your account.

8. When you click the button in your confirmation email, you will be brought back to Handshake. If your company already exists in our system, you’ll see the following page. You can click join to connect with that company.

9. If this is not the right company, or if no company pre-populates, you can use the search bar to find your company. If your company does not exist, you can click the Create New Company button. Handshake. [If you need to create a company profile, refer to the last page of these instructions.]

10. Next, you will want to choose schools to connect to. Use the filters on the left side of the screen to narrow down schools by rank, size and location. To request to connect with an individual school, click the + button in the corner of the school logo. If you are interested in connecting with all schools in the Handshake network, you can click Select All in the top right corner of the screen.

11. If you are not automatically connected with your company, you will see the following message.

   “Thank you for joining Handshake!”

If you have any questions or concerns, please contact UWL Career Services Office at (608)785-8515.
How do I create a company profile?

If you have not registered for Handshake yet, you’ll need to create a user account before you can complete the following steps.

If your company already has a Handshake profile, but needs to create additional profiles for different locations or divisions, please contact support@joinhandshake.com. Your account profile is an important tool because it gives you the opportunity to tell students about your company (and why they’d want to work there).

Start by using this form to look for your company to confirm whether or not you already have a profile.

If your company doesn’t appear in the search results, click the Create Company Profile button.

You will be taken to a page where you can add a company logo and a company branding image:

**To add your company’s logo:**

1. Click Add a logo.
2. Click Upload New Image.
3. Select the logo image you’d like to use from your computer files. Please keep in mind that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 and maximum size of 400x400.
4. Click Select image.
5. Click Save.

**To add your company’s branding image:**

1. Click Add a branding image.
2. Click Upload New Image.
3. Select the logo image you’d like to use from your computer files. Please keep in mind that a ratio between 4:1 and 5:1 (width to height) is best for your branding image with a size size minimum of 1200x300 and a size maximum of 2000x500.
4. Click Select image.
5. Click Save.

Scroll down to the area of the page where you can add basic information about your company:

1. Complete your company’s information
   - Required: Company name, Website, Phone, Location, and description.
   - Additional options include:
     - Company size, public email, business pitch, and social media account information (to direct students to your company’s public and official Facebook page, Twitter feed, etc.).
     - Click the Auto Approve Staff box if you’d like to enable any user with a confirmed email address from your company domain name to be automatically approved when they request access at your company. (To manually approve all staff requests, leave this box unchecked).
     - Click the Allow Student Messages if you’d like to allow students to initiate conversations with your company through the Handshake platform. (Leave this box unchecked if you want students to contact you via email or other off-platform vehicles).
   - 2. Click Create New Employer when you are finished inputting your company information. You will be taken to the employer landing page where you will be able to create job postings and events.