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


2. Select the Employer account type from the options presented

3. Fill out the information requested then click **Sign Up**

4. Enter your recruiting interests to help us better understand how you’ll use Handshake. Then click **Next: Employer Guidelines**:

5. Read the Employer Guidelines, **Terms of Service**, and **Privacy Policy**: *If you are a third party recruiter select answer Yes, then review and check the box to agree to Handshake’s third party recruiter policy to move forward. Please also see CSUB’s third party recruiting guidelines below in the Job Posting criteria section.*

6. **Confirm Email** to 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 **Confirm Email** 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. If this is not the right company, or if no company pre-populates, you can use the search bar to find your company.

9. If your company does not exist, you can click the **Create New Company** button.

10. **Scroll down** to the area of the page where you can add basic information about your company:
    - **Required:** Company name, Website, Phone, Location, and description.
    
    Click **Create New Employer** when you are finished inputting your company information.

11. 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, region and location. To request to connect with individual schools, click the + button to the right of the school. Then click **Next: Finish**