

## Handshake: Create an Employer Account

1.	Go to <u>https://csub.joinhandshake.com/login</u>	
2.	Select <b>Sign up here</b> (top right corner)	No account? Sign up here.
3.	Click on <b>Sign up here</b>	Are you an employer? Sign up here
4.	Sign up as an Employer <ul> <li>Provide Email Address, Password, Confirm Password</li> </ul> Select: Sign UP	Email Address (use your work email) Password Confirm Password Sign Up
5.	Welcome to Handshake Enter Name, Phone Number, Job Title etc. Select Next: Employer Guidelines	First Name Last Name Phone Number Next: Employer Guidelines
6.	<ul> <li>Handshake Employer Guidelines</li> <li>Please read the guidelines</li> <li>Select Yes or No for: Are you a 3<sup>rd</sup> party recruiter working on behalf of another company?</li> <li>Select Next: Confirm Email</li> </ul>	Are you a 3rd party recruiter working on behalf of another company? Yes No Next: Confirm Email
7.	<ul><li>You've successfully signed up for Handshake.</li><li>Check your email to confirm email address</li></ul>	Great! You've successfully signed up for Handshake.
8.	Email Confirmation: From: "Handshake" <handshake@m.joinhandshake.com> • Please check spam/junk folder for the email • Click on Confirm Email</handshake@m.joinhandshake.com>	Handshake Confirm your email address on Handshake

9.	<ul> <li>When you click Confirm Email, you will be taken to Step 3 of 4 – Join Company</li> <li>Search for your CSUB department: <ul> <li>Scroll until you find your department name.</li> <li>Once you have found your CSUB department, select Request to add to the account.</li> </ul> </li> </ul>	Step 3 of 4 - Join Company Find and join your company Search for your company Request CSUB New Student Orientation
	call us at 661-654-3033.	All entering new students are required to attend an Orientation program at California State University, Bakersfield. Orientation is required to familiarize yourself with the university. It is the opportunity to meet with administrators, faculty and staff. You will hear from many student service programs, academic departments and student clubs and organizations designed to assist and help you wh Bakersfield, California, United States   http://www.csub.edu/orientation/
10.	Step 4 of 4 –Connect with Schools	Step 4 of 4 - Connect with Schools
	<ul> <li>CSUB (California State University— Bakersfield) will be defaulted as your school</li> <li>Click on Next: Finish</li> </ul>	We recommend selecting 10-15 schools to connect. Don't worry, you can add more later.
11.	Please contact CECE to get your account activated. To log in, please use the "sign in with your email address" option.	CSU Bakersfield Login
	*Do not click on CSU Bakersfield Login — it is for students only.	(Please use your .edu address, if applicable.)
	If you have any questions, please contact us at <u>career@csub.edu</u> .	