How to Create an Account Profile in Handshake for On Campus Supervisors

a. To create a new account, go to https://westminstercollege.joinhandshake.com/login. Type in your Westminster College email address and Click“Next”.

b. Click on “I’m an Employer”.

![Image of Handshake login page](handshake_login.png)

![Image of Handshake employer sign-up page](handshake_employer_sign-up.png)
c. **Fill in your information:** First Name, Last Name, email address, password and phone number. Click: “Sign Up”:

   ![Handshake sign up page]

   - First Name
   - Last Name
   - Email Address (use your work email)
   - Password
   - Confirm Password
   - Phone Number
   - Sign Up

   ![Handshake add more info page]

   - Add more info: Tell us the types of students you wish to recruit. Add your alma mater and graduation year (optional). Click “Next: Employer Guidelines”
e. **Complete Employer Guidelines:** Read “Terms of Service”. Answer “NO” to the question: “Are you a 3rd party recruiter working on behalf of another company?”. Click on “Next: Confirm Email”.

f. You will receive an email in your Inbox, asking you to confirm your Westminster email.

g. The Westminster College – On Campus Student Employment will add you as a user and send a notification email.

h. Once notified, you can now start posting jobs in Handshake.