



Career Development Center  
DIVISION OF STUDENT AFFAIRS

## How to Create an Account on Handshake

1. Start by heading to [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new)
2. Under “**Sign up as an Employer**” use your UTA email and create a new password.
3. Fill in your name, phone number, job title, the type of students you want to hire, and institution.
4. Handshake will ask if you are a third-party recruiter – Select “**No**”.
5. You will receive an email from Handshake to confirm your account. This can take 10 minutes. Make sure you check your spam! Once you receive the email, confirm your email address for Handshake.
6. Once your account is confirmed, request access to your department.
7. Every department is listed as “**University of Texas at Arlington ‘Department Name’**”.
  - a. The UT Arlington Career Development Center has made a landing page for each department on campus.
  - b. If your department has previously used Handshake, your department owner will have to approve your request. Owners are typically admins or someone who typically posts jobs for your department.

Handshake has an extensive Help section with resources like the one below:

<https://support.joinhandshake.com/hc/en-us/articles/219133047-How-to-Create-a-User-Account-Join-a-Company-and-Connect-with-Schools>