How to join your MSU Department account in Handshake.

1. Go to https://msu.joinhandshake.com/register

![Image of Handshake registration form]

2. Please fill out the information and confirm your email address. You will then be asked to go through Handshake’s onboarding process.

3. You will be directed to a page that asks you to connect with schools. Please use the Search Schools tool to search for Michigan State University.

4. Once you have connected to MSU, click continue in order to find your pre-made employer account.

![Image of Handshake onboarding process]

5. You will then need to search for your employer account that has been created for you. Please search for the account by use the naming convention MSU Department Name. All accounts have been
created to allow for standardization across campus.

You will then be able to join your employer account and begin posting jobs to Handshake.

Helpful articles:

1. How to post a job:
   https://support.joinhandshake.com/hc/en-us/articles/218693198-How-do-I-post-a-job-

2. How do I duplicate a job posting:

3. How do I set job requirements?
   https://support.joinhandshake.com/hc/en-us/articles/218693208-Job-Preferences-