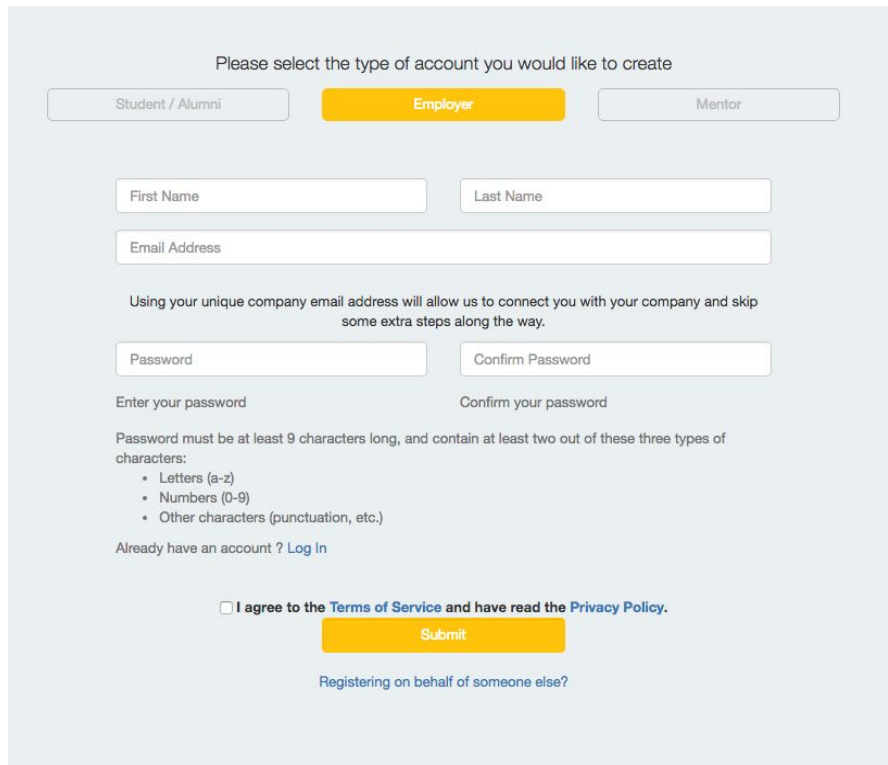


How to join your MSU Department account in Handshake.

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



Please select the type of account you would like to create

Student / Alumni Employer Mentor

First Name Last Name

Email Address

Using your unique company email address will allow us to connect you with your company and skip some extra steps along the way.

Password Confirm Password

Enter your password Confirm your password

Password must be at least 9 characters long, and contain at least two out of these three types of characters:

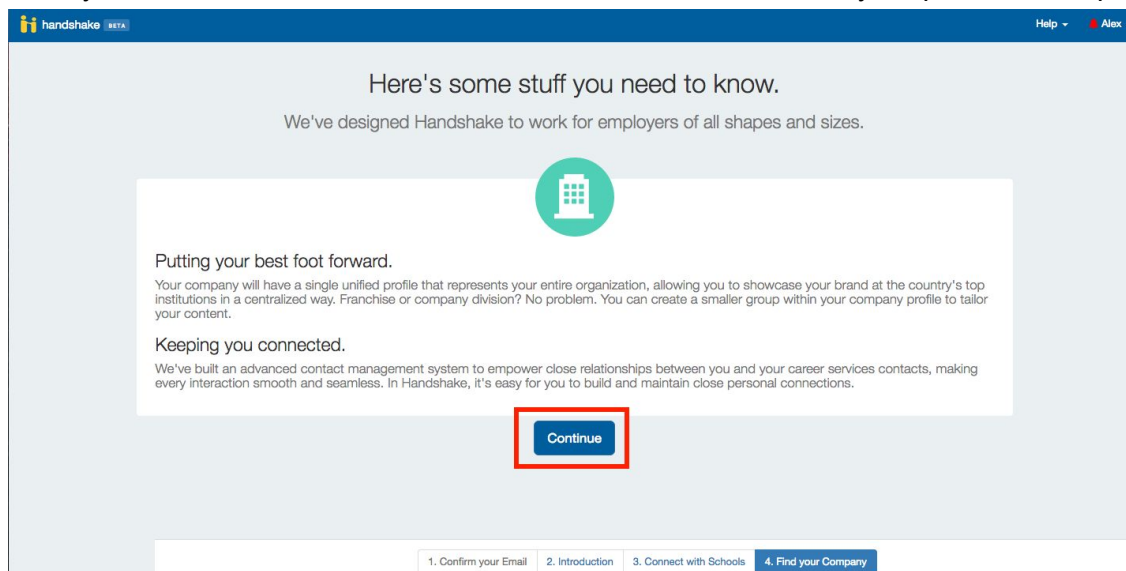
- Letters (a-z)
- Numbers (0-9)
- Other characters (punctuation, etc.)

Already have an account? [Log In](#)

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#).

[Registering on behalf of someone else?](#)

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.



handshake BETA Help Alex

Here's some stuff you need to know.

We've designed Handshake to work for employers of all shapes and sizes.

Putting your best foot forward.
Your company will have a single unified profile that represents your entire organization, allowing you to showcase your brand at the country's top institutions in a centralized way. Franchise or company division? No problem. You can create a smaller group within your company profile to tailor your content.

Keeping you connected.
We've built an advanced contact management system to empower close relationships between you and your career services contacts, making every interaction smooth and seamless. In Handshake, it's easy for you to build and maintain close personal connections.

1. Confirm your Email 2. Introduction 3. Connect with Schools 4. Find your Company

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.

handshake BETA Help Alex

Let's find your company.
Find and register your profile with the company you are representing.

Company Name
What is the name of the company you work for?

Company Website
What is the website for your company?

Optional: Public Company Email
What is your company's public facing careers email address?

MSU [Department Name]

Enter some search parameters above to find your company.

Not seeing your company?
[Create Company Profile](#)

Can't find your MSU department?
Contact: Bill Morgan at
morganw6@msu.edu
for help!

1. Confirm your Email 2. Introduction 3. Connect with Schools 4. Find your Company

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:
<https://support.joinhandshake.com/hc/en-us/articles/219132977-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->