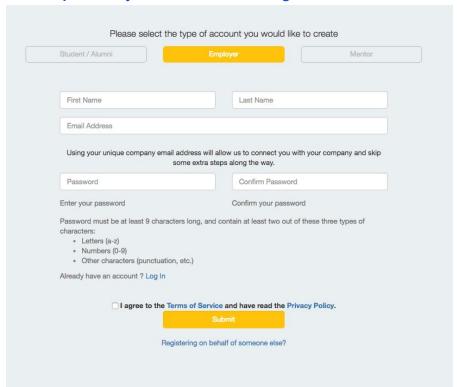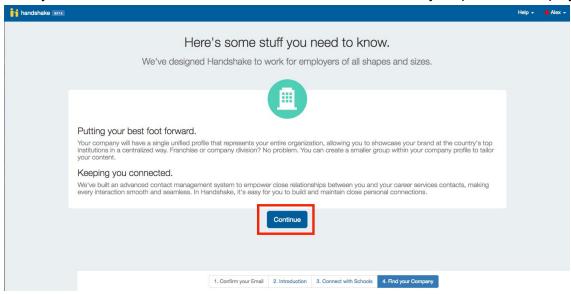# How to join your MSU Department account in Handshake.

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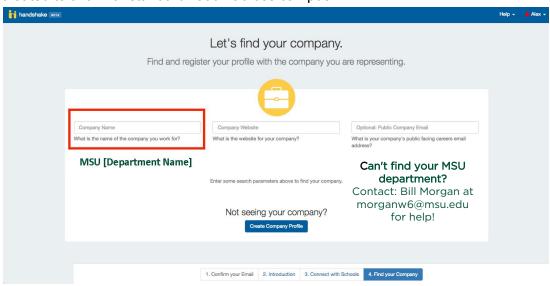

2. Please fill out the information and confirm your email address. You will then be asked to go through Handshake's onboarding process.
3. You will be directed to a page that asks you to connect with schools. Please use the **Search Schools** tool to search for Michigan State University.
4. Once you have connected to MSU, click **continue** in order to find your pre-made employer account.

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:
   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-