Handshake Account Registration Instructions
Faculty, AOMs & Academic Staff

Faculty, Academic Operation Managers, and supporting staff members working in an academic program have special instructions to join Handshake. All academic programs are represented on Handshake under one employer account, Plymouth State University: Academic Programs. This account is owned by Tina Coit (Executive Assistant to the Provost), and all faculty, AOMs, and supporting staff members will join the account as a recruiter.

If you are faculty, an AOM, or a supporting staff member to an academic program, please follow these steps below.

1. Create an account.
   a. Follow the link below to create an account on Handshake. Make sure to sign up using your @plymouth.edu email address. https://app.joinhandshake.com/employer_registrations/new

2. Enter the following information, then click on **Next: Employer Guidelines**.
   Note: none of this information will be public to students unless you determine to make your profile public.
   > **First Name**
   > **Last Name**
   > **Phone Number**: this is a free text field, format as desired
   > **Job Title**: This is your personal job title, and not the job that you are recruiting for
   > **Types of students you're interested in recruiting on Handshake**
   >> There is not a way to add to this list, and the selections you make here do not hinder your ability to recruit students in any way, it's simply used for data purposes.
   > **Alma Mater & Graduation Year**: If your Alma Mater is partnered with Handshake, this will create a contact entry for you at your Alma Mater, listed as an Alumni contact.

3. A popup will load with the Employer Guidelines, Terms of Service, and Privacy Policy. Click on **No** after the question "*Are you a 3rd party recruiter working on behalf of another company?*", then, click **Next: Confirm Email**.

4. The next page contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. *You must click this link before you can proceed with the registration process.*

5. When the email arrives, click the **Confirm Email** button to verify your account.

6. When you click **Confirm Email** in your confirmation email, you will be brought back to Handshake. At this point, you'll need to connect with "Plymouth State University: Academic Programs"
   a. The screen will display a list of Plymouth State University profiles. Click **Request** to connect with **Plymouth State University: Academic Programs** and then select **Next: Connect to Schools**.

7. Once you've requested to connect with **Plymouth State University: Academic Programs**, you will be prompted to choose schools to connect to.
   Use the filters on the right side of the screen to search for **Plymouth State University.**
   Click the **+** button to the right of the school. Then click **Next: Finish**.

8. Wait for approval. Once you select **Next: Finish** your request will be sent to the company profile Owner for review. Once your account has been approved, you will receive a confirmation email from Handshake.