




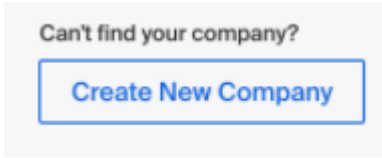
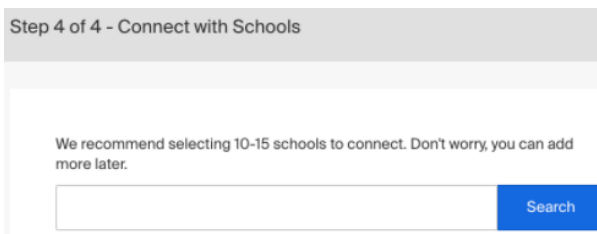


Handshake: Create an Employer Account

1.	Go to https://csub.joinhandshake.com/login	
2.	<ul style="list-style-type: none"> Select Sign up here (top right corner) 	<p>No account? Sign up here.</p> 
3.	Click on Sign up here	<p>Are you an employer? Sign up here</p> 
4.	<p>Sign up as an Employer</p> <ul style="list-style-type: none"> Provide Email Address, Password, Confirm Password <p>Select: Sign UP</p>	<p>Email Address (use your work email)</p> <input type="text"/> Password <input type="password"/> Confirm Password <input type="password"/> Sign Up
5.	<p>Welcome to Handshake</p> <p>Enter Name, Phone Number, Job Title etc.</p> <p>Select Next: Employer Guidelines</p>	<p>First Name <input type="text"/> Last Name <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Next: Employer Guidelines</p>
6.	<p>Handshake Employer Guidelines</p> <ul style="list-style-type: none"> Please read the guidelines <p>Select Yes or No for: Are you a 3rd party recruiter working on behalf of another company?</p> <p>Select Next: Confirm Email</p>	<p>Are you a 3rd party recruiter working on behalf of another company? <input type="button" value="Yes"/> <input type="button" value="No"/></p> <p>Next: Confirm Email</p>
7.	<p>You've successfully signed up for Handshake.</p> <ul style="list-style-type: none"> Check your email to confirm email address 	 <p>Great! You've successfully signed up for Handshake.</p>
8.	<p>Email Confirmation: From: "Handshake" <handshake@m.joinhandshake.com></p> <ul style="list-style-type: none"> Please check spam/junk folder for the email Click on Confirm Email 	 <p>Confirm your email address on Handshake</p>

<p>9.</p>	<p>When you click Confirm Email, you will be taken to Step 3 of 4 – Join Company</p> <p>Under Find and join your company: Search for your company</p> <p>If your company does not have a Handshake Account: Create New Company</p> <ul style="list-style-type: none"> ➤ Go to step 10 if your company does not have an account. ➤ Go to step 11 if your company already has an account. 	
<p>10.</p>	<p>Create New Company</p> <p>Select Create New Company</p> <ul style="list-style-type: none"> • Enter company information 	
<p>11.</p>	<p>Step 4 of 4 –Connect with Schools</p> <ul style="list-style-type: none"> • CSUB (California State University— Bakersfield) will be defaulted as your school • You can also connect with other schools <p>Click on Next: Finish</p>	
<p>12.</p>	<p>To log in, please use the “sign in with your email address” option.</p> <p>*Do not click on CSU Bakersfield Login — it is for students only.</p> <p>If you have any questions, please contact us at career@csub.edu.</p>	