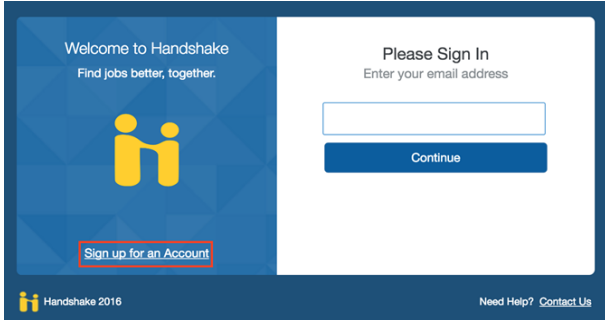




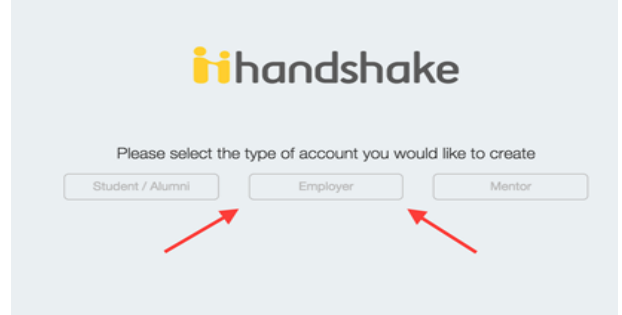
How to create your employer contact profile

503-838-8432 | slcd@wou.edu | www.wou.edu/slcd

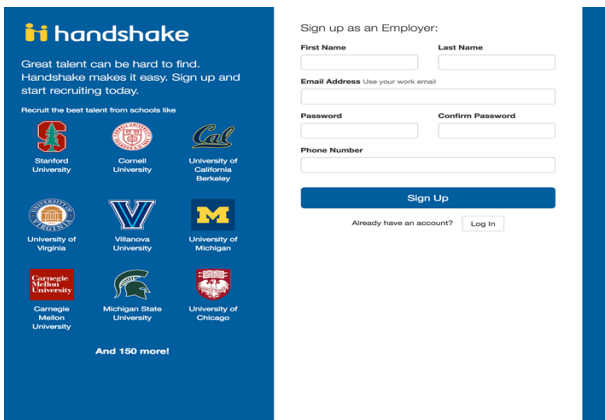
1) Go to: <http://wou.joinhandshake.com>
Click "Sign up for an account"



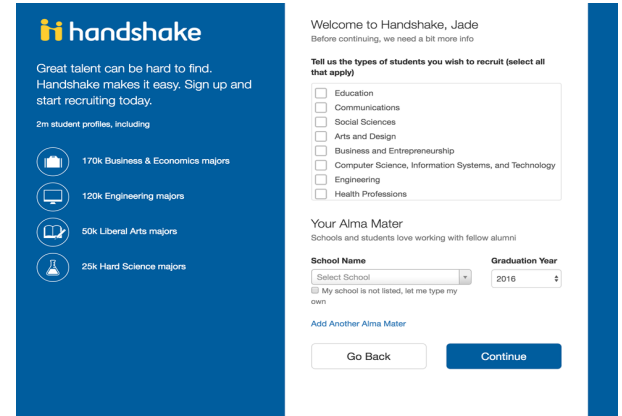
2) Click the **Employer** button which will bring up the employer registration form.



3) Fill in the information requested. Click Sign Up to continue.



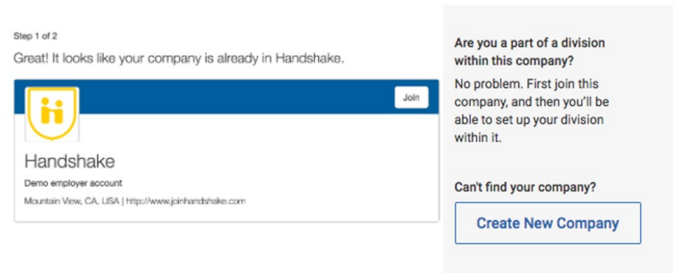
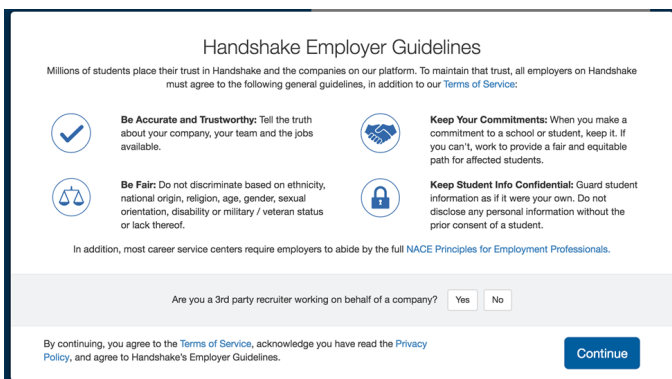
4) Enter in your preferences and click Continue.



5) A window will appear asking if you are a Third Party Recruiter. Click NO, which means that you work directly for the employer you are creating the account for.

Click the Continue button. A confirmation page will appear. Anticipate a short wait, approximately 10 minutes, before you receive a confirmation email with a link enabling you to confirm your Handshake account. When you receive your confirmation email, click the link provided.

6) You will be brought to a page which will allow you to connect with possible employers that you are associated with. If you see your agency on the left side, you can click it and request to join. If you don't see it, click the "Create New Company" button on the right side and create a new employer account. This will walk you through entering your agency information to create an employer profile.



Service Learning and Career Development