How to create a Handshake account

UTD - Student Employment

**Step 1** - Visit app.joinhandshake.com/register

**Step 2** - Select the **Employer** account type from the options presented

**Step 3** - Fill out the information requested then click **Sign Up**

**Step 4** - Enter your recruiting interests and Alma Mater then click **Next: Employer Guidelines**

Please use the NetID version of your email. (ex. xyz123456@utdallas.edu)
Step 5 - Read the Employer Guidelines, Terms of Service, and Privacy Policy. Select No to the 3rd party recruiter question and select Next: Confirm Email

Step 6 - Next, you will receive a confirmation email. Once you choose Confirm Email you will be redirected to the next steps.

Step 7 - The page you are redirected to will have several departments listed. Click Request on your department then choose Next: Connect to Schools

*If your department is not listed please reach out to the Student Employment Team at studentemployment@utdallas.edu to have it added to the list.
Step 8 - Next enter **Dallas** into the search field and choose **The University of Texas at Dallas** as the school you want to recruit from. Then choose **Next: Finish**

**Additional Steps for the Primary User Only**

By default the first person to sign up under your department will be set as the **Owner** (primary user) of the account. This will be the only user who can approve additional staff for your department.

**Step 9** - You **MUST** email studentemployment@utdallas.edu with the email you used for your account and the department you belong to. We will then activate your account and notify you.

**Step 10** - To make things easier for additional staff you can send them a registration link that will connect them with your department automatically. This can be found by clicking your name in the top right corner and selecting **Company Settings**. Then choose **Staff Management**. Click the **Invite Link** button and copy the URL. This is what you will send to any additional staff that need access to your department account. They will still go through the above registration steps minus the department selection and the email to student employment.