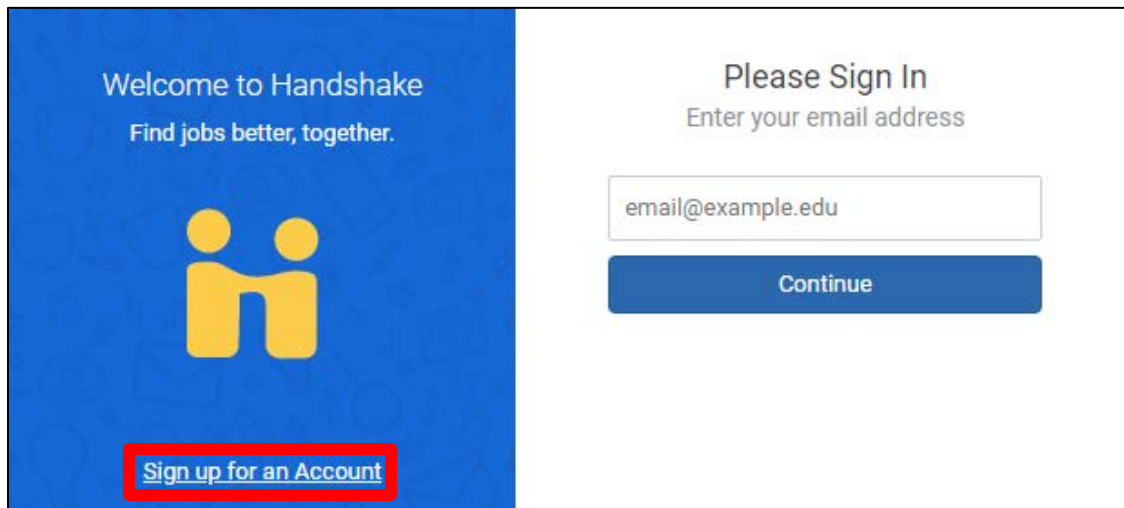
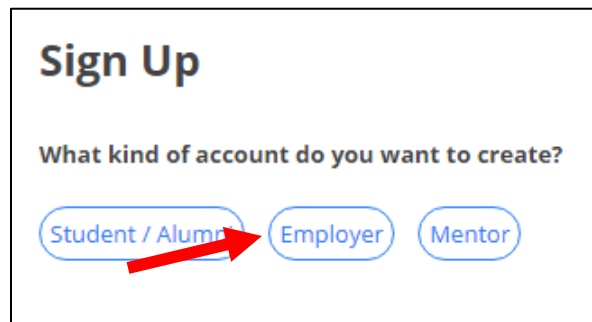


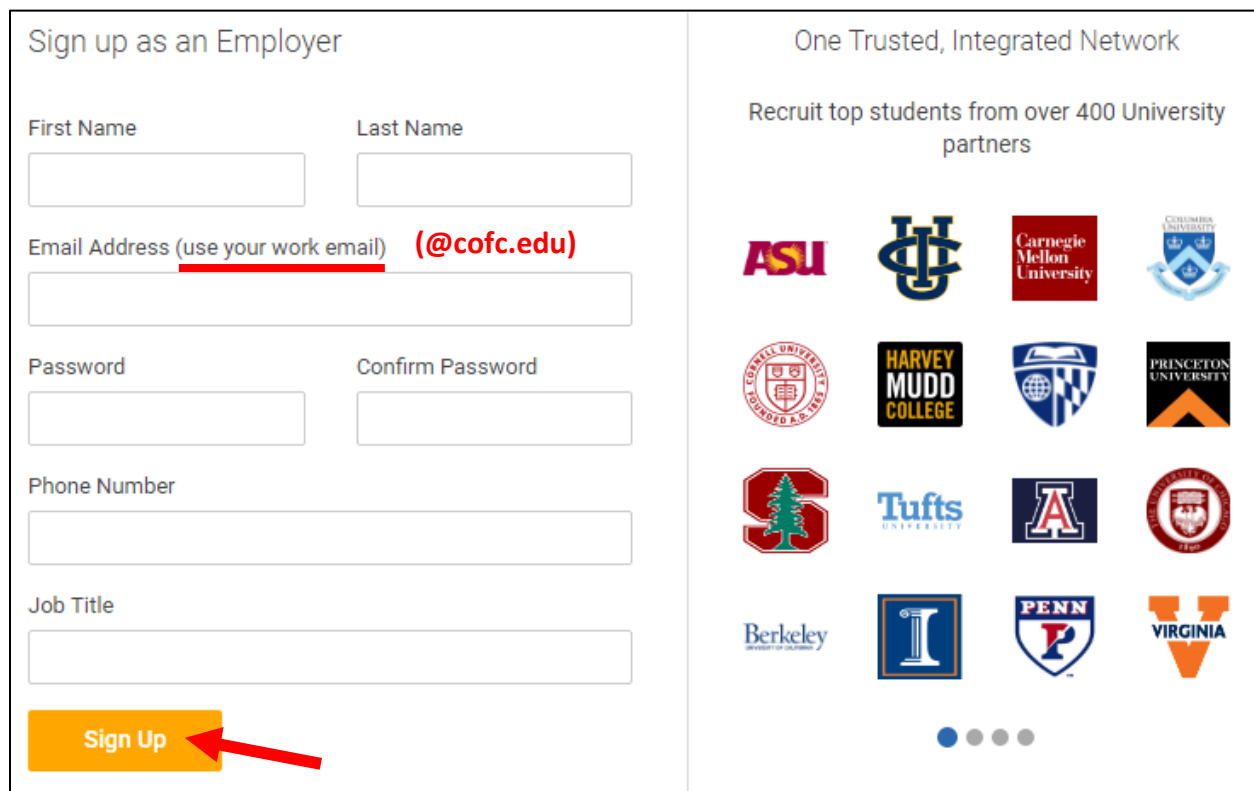
1. Go to <https://cofc.joinhandshake.com/login> then click “Sign up for an Account”



2. Select “Employer” for the account type



3. Enter your information, then click “Sign Up”

A screenshot of the "Sign up as an Employer" form. The form has several input fields: "First Name", "Last Name", "Email Address (use your work email) (@cofc.edu)", "Password", "Confirm Password", "Phone Number", and "Job Title". A red arrow points to the "Sign Up" button at the bottom left. To the right of the form is a section titled "One Trusted, Integrated Network" with the text "Recruit top students from over 400 University partners". Below this text is a grid of university logos including ASU, UH, Carnegie Mellon University, Columbus University, Cornell University, Harvey Mudd College, Princeton University, Tufts University, Berkeley, Penn, and Virginia.

4. Select the type(s) of students you wish to recruit, then click 'Next: Employer Guidelines'

Welcome to Handshake,  
Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

School Name Graduation Year

Select School 2018

My school is not listed, let me type my own

[Add another Alma Mater](#)

**Next: Employer Guidelines**

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

- 550k business students
- 360k finance students
- 245k computer science students
- 435k consulting students

5. Read the Handshake Employer Guidelines, indicate that you're not a 3<sup>rd</sup> party recruiter, then click "Next: Confirm Email"

### Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

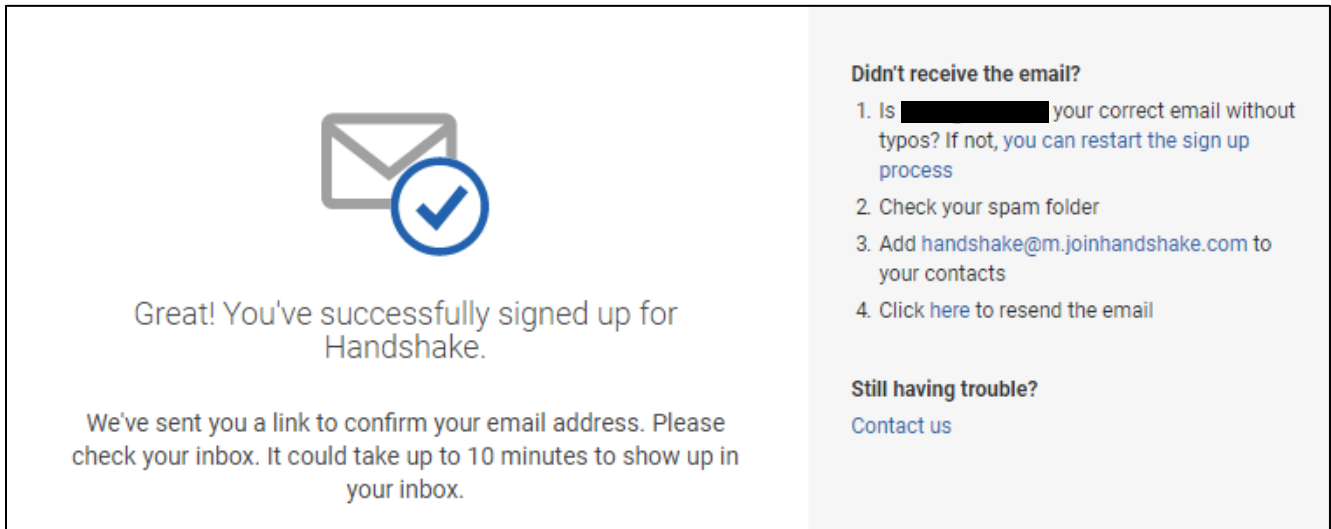
Are you a 3rd party recruiter working on behalf of another company? Yes **No**

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

**Next: Confirm Email**

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

6. Confirm your email address by clicking on the "Confirm Email" link in the email that you receive from Handshake



The image shows a confirmation message with an envelope icon and a checkmark. The text reads: "Great! You've successfully signed up for Handshake. We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox." To the right, there are instructions for users who didn't receive the email and a link to contact support.

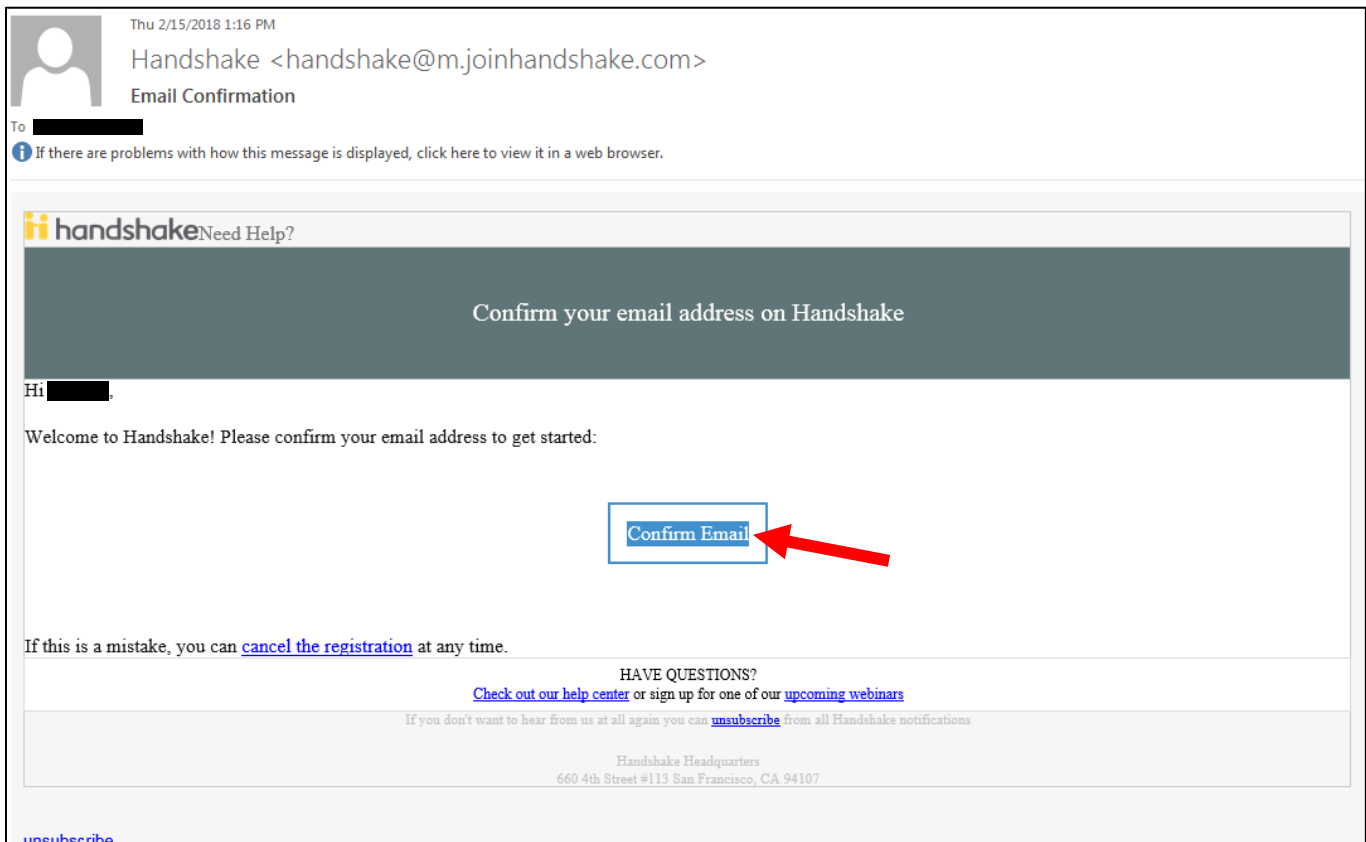
Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

**Didn't receive the email?**

1. Is [redacted] your correct email without typos? If not, you can [restart the sign up process](#)
2. Check your spam folder
3. Add [handshake@m.joinhandshake.com](mailto:handshake@m.joinhandshake.com) to your contacts
4. Click [here](#) to resend the email

**Still having trouble?**  
[Contact us](#)



The image is a screenshot of an email from Handshake. The header shows the sender as Handshake <handshake@m.joinhandshake.com> and the subject as "Email Confirmation". The main content area has a dark header with the text "Confirm your email address on Handshake". Below this, it says "Hi [redacted], Welcome to Handshake! Please confirm your email address to get started:". A blue button labeled "Confirm Email" is highlighted with a red arrow. At the bottom, there is a link to "cancel the registration" and a "HAVE QUESTIONS?" section with links to the help center and upcoming webinars. The footer includes the Handshake Headquarters address in San Francisco and an unsubscribe link.

Thu 2/15/2018 1:16 PM  
Handshake <handshake@m.joinhandshake.com>  
Email Confirmation

To [redacted]

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

**handshake** Need Help?

Confirm your email address on Handshake

Hi [redacted],

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

HAVE QUESTIONS?  
[Check out our help center](#) or sign up for one of our [upcoming webinars](#)

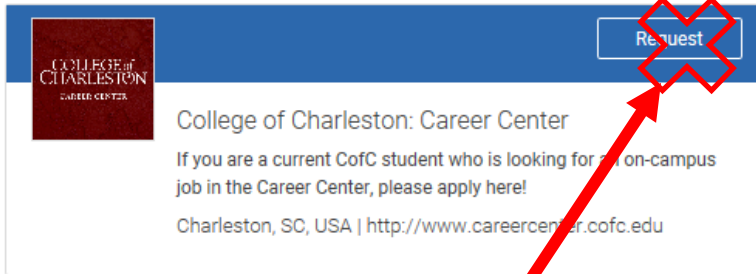
If you don't want to hear from us at all again you can [unsubscribe](#) from all Handshake notifications

Handshake Headquarters  
660 4th Street #113 San Francisco, CA 94107

[unsubscribe](#)

7. If your company (department/division/office) is **not** already in Handshake click "Create New Company" then proceed to step 8. If your company (department/division/office) **is** already in Handshake click "Request" to join followed by "Next: Connect to Schools" then proceed to step 9.
- a. Do not request to join a company that isn't yours. You won't be able to set up your own division within it. For example if you are not a staff member in the Career Center, do not request to join College of Charleston: Career Center.

Great! It looks like your company is already in Handshake.



Handshake company profile for College of Charleston: Career Center. The profile includes a logo, a 'Request' button, and text: 'College of Charleston: Career Center', 'If you are a current CofC student who is looking for a non-campus job in the Career Center, please apply here!', and 'Charleston, SC, USA | http://www.careercenter.cofc.edu'.

Stop. Don't request to join if you are not part of this division or department This is the Career Center page. Your request to join will be declined.

Instead, create your Dept/Div page.

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Unable to join?

For security reasons, if you're using a personal email address you won't be able to join this company. Either [contact us](#) or [start the sign-up process over](#) with your company email address.

Not your company?

Create New Company

- When naming your company (department/division/office), please use the following naming standard: College of Charleston: [Department/Division/Office Name]. Example: College of Charleston: Career Center. Finish filling out your company profile, then click "Create New Company."

### Start your company profile

Add a name, images and other important details to build your company's profile

Company Name \*

College of Charleston: Department of ...

Company Logo


Add a logo

This is the main image associated with your company. Make it count!

9. Search for the College of Charleston, select it, then click "Next: Finish"

Step 4 of 4 - Connect with Schools 1 School selected **Next: Finish**

Showing 1 result • [Select all](#)

 College of Charleston - University of Charleston, SC  
Charleston, South Carolina • 11,294 students • Top Regional...

Done selecting schools to recruit at? Click "Finish" above to finish signing up.

My Selected (1) [Clear](#)

Filter Schools by

Region ▲

- Midwest
- Northeast
- South
- West

Location ▲

Rank ▲

10. Wait for an email from Handshake that says you have been approved. Once you have been approved, you may post jobs.

Thu 2/15/2018 2:34 PM  
Handshake <handshake@notifications.joinhandshake.com>  
Your access request to College of Charleston (all divisions / all departments) has been approved

To [REDACTED]

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

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**handshake** Need Help?

Your request for access to **College of Charleston: Department of ...** has been approved!

Hi [REDACTED]

College of Charleston (all divisions / all departments) has approved your request to join Handshake, Welcome!

HAVE QUESTIONS?  
[Check out our help center](#) or sign up for one of our [upcoming webinars](#)

If you don't want to hear from us at all again you can [unsubscribe](#) from all Handshake notifications