Handshake Account Setup for On-Campus Student Employment

1. Go to Handshake and click “Sign up for an Account”
2. Select “Employer”
3. Fill out the following using your TU email address
   
4. Select the types of students you wish to recruit, and add your Alma Mater
5. Select “No” for “Are you a 3rd party recruiter working on behalf of a company?” Click “Continue”

6. You will receive the following message. Then check your email for the confirmation email to “Confirm Email”
7. Log in to Handshake to finish setting up your account. Click “Request to join” Towson University.
8. Only connect with "Towson University" and then click "Continue"

9. You just set up your Handshake profile!
10. Familiarize yourself with the new system by reviewing these great training articles and videos. When posting new jobs, make sure you select your department’s name from the “Company Division” drop down menu, and select “On-Campus Student Employment” for “Job Type.”

11. Learn how to set saved searches in the Jobs and Applicants view to just show your division, so you aren’t seeing other department’s applicants.