

How to activate your student account

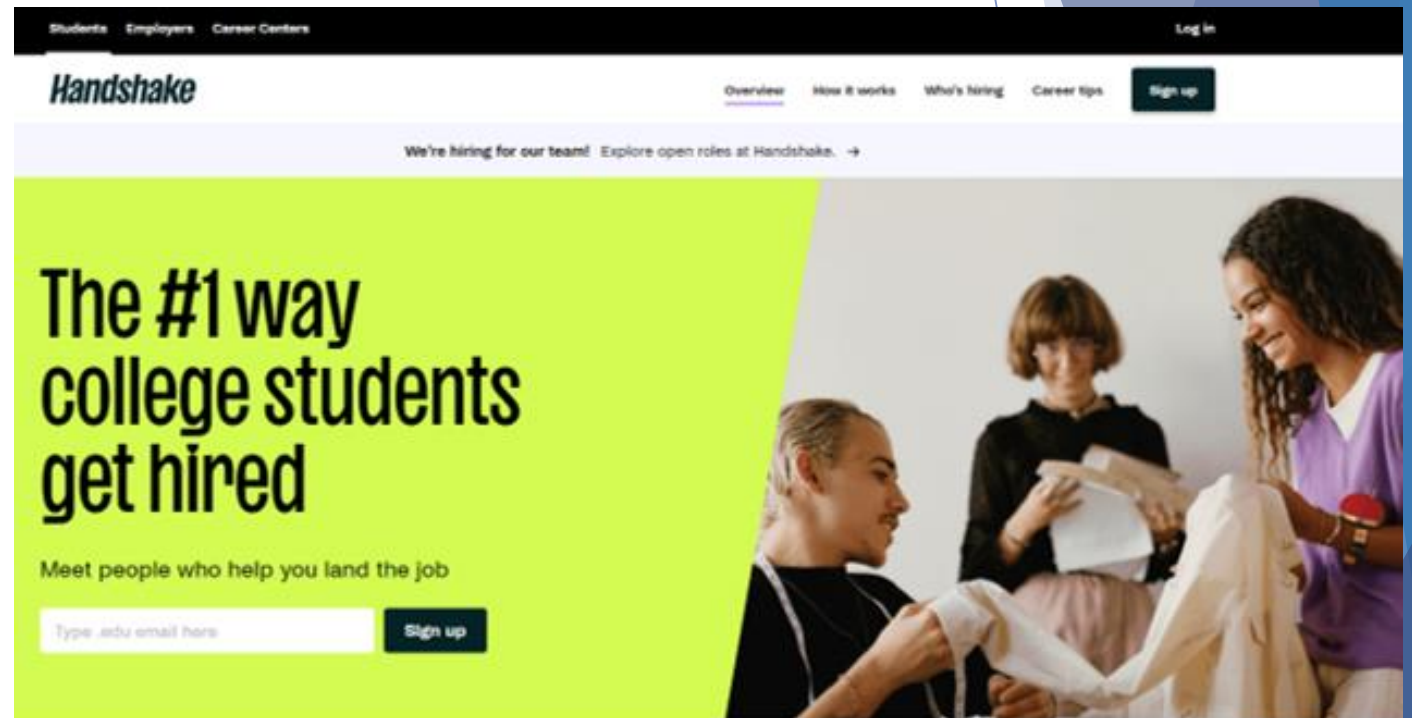
Via Handshake



THIEL[™]
Career Development Center

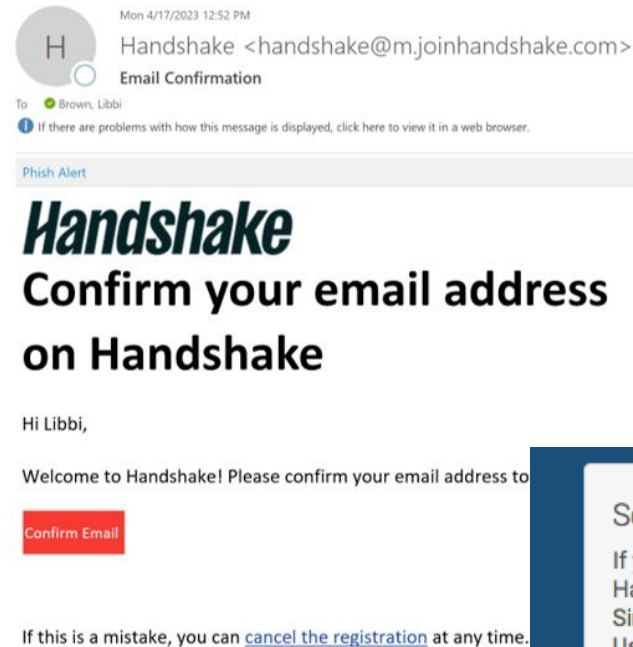
Step 1: Claim/Create your account

- ▶ Go to:
<https://thiel.joinhandshake.com/login>
- ▶ Click the blue button **Sign up** in the upper-right corner of the page.
- ▶ Enter your Thiel email address, then click the blue button **Next**.
- ▶ Click the blue button **Get Started**.



Step 2: Confirm your email address & setup single sign-on

- ▶ After step 1 is complete:
 - ▶ An email is sent to your inbox to verify the account. Click the link **Confirm My Account** within the email to confirm your account, and be directed back to Handshake where you're prompted to create a password.
- ▶ After email confirmation, you will be prompted to set up single sign on. Click box and a code is sent to your email
- ▶ Enter code into box and hit submit



Set Up Single Sign On

If you are currently a student and your University uses Handshake, you likely already have an account but are missing Single Sign On details. We can help you configure those details. Use this option to have a one-time use link emailed to you that you can use to set up your account.

Register an Account

If you do not believe that you have an account yet you can register a new account.

Cancel SSO Configuration

If you don't want to choose any of these options, make sure to cancel the SSO Setup, especially if you are on a public computer.

Steps 3: Confirm your details

- ▶ Once logged in, you'll be required to confirm a few details about your education plans.

- ▶ Institution
- ▶ Education Level
 - ▶ High School
 - ▶ Associates
 - ▶ Certificates
 - ▶ Advanced Certificates
 - ▶ Bachelors
 - ▶ Masters
 - ▶ Doctorates
 - ▶ Postdoctoral Studies
 - ▶ Non-Degree Seeking
 - ▶ Technical Diploma
- ▶ Expected Graduation date
 - ▶ Month
 - ▶ Year

- ▶ You'll need to agree to our [Terms of Service](#) and [Privacy Policy](#) to proceed with the on-boarding process to set up your account.



Sign Out

Glad you're here, Rocky!

Let's confirm a few details about your education plans. You can change these later.

Institution

School of Life

Education level

Degree

Expected graduation date

Month

Year

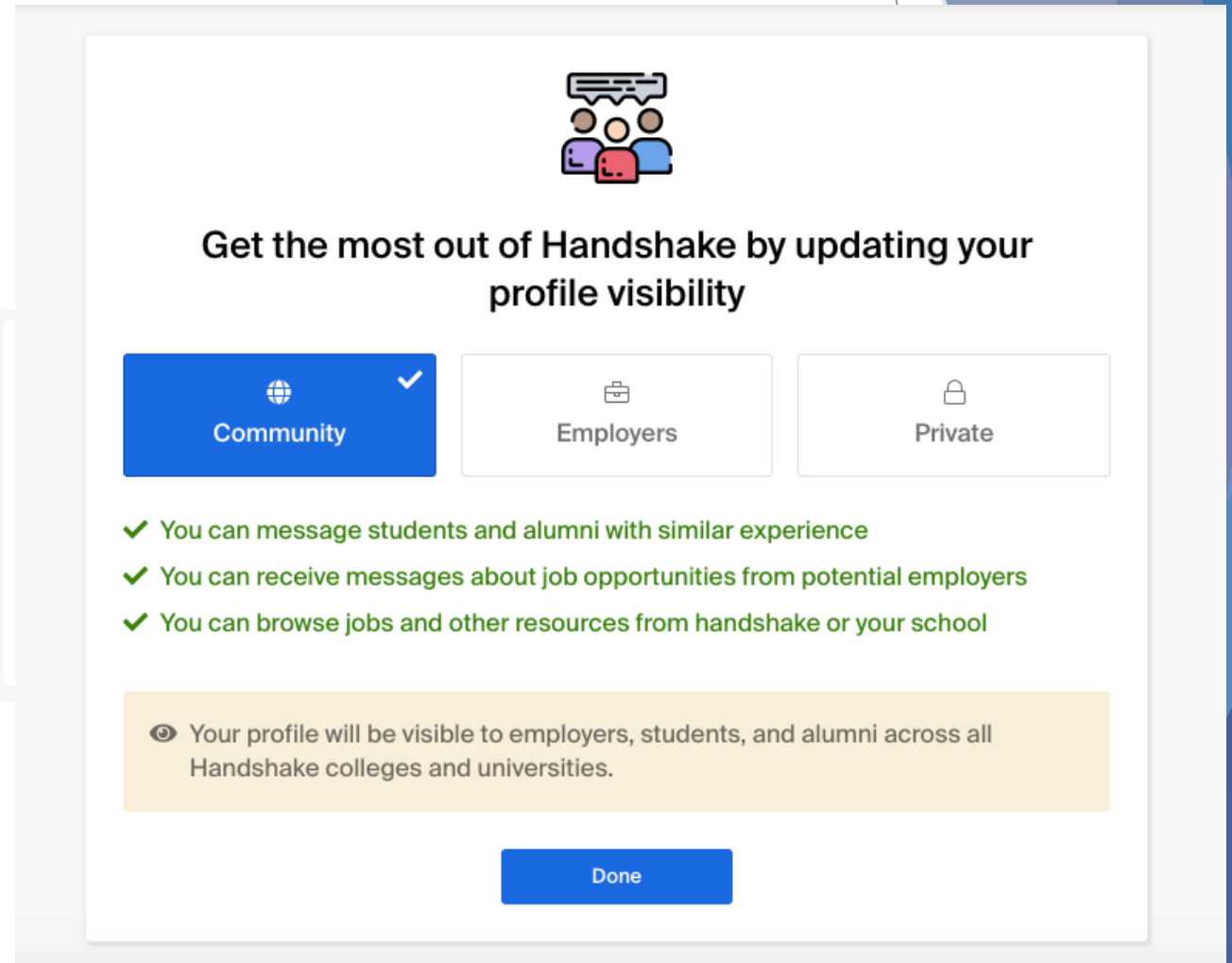
☒ I agree to receive marketing messages, including promotions and special offers from Handshake.

☒ I agree to the [Terms of Service](#) and [Privacy Policy](#).

Continue

Step 4: Choose your profile visibility

- ▶ Upon agreeing to the [Terms of Service](#) and [Privacy Policy](#), students are presented with the profile visibility options.
- ▶ **Note:** when you click that you want employers to be able to find and view your profile, you're consenting to the section of our terms of service and claiming your own account. By doing so, you take ownership of the FERPA data and choose to share it. That information is no longer protected by your school's FERPA responsibility and is now owned by you.



The image shows a screenshot of the Handshake profile visibility selection screen. At the top, there is an icon of three people with speech bubbles. Below the icon, the text reads "Get the most out of Handshake by updating your profile visibility". There are three buttons: "Community" (blue with a globe icon and a checkmark), "Employers" (white with a briefcase icon), and "Private" (white with a lock icon). Below the buttons, there are three green checkmarks with text: "You can message students and alumni with similar experience", "You can receive messages about job opportunities from potential employers", and "You can browse jobs and other resources from handshake or your school". At the bottom, there is a yellow box with an eye icon and text: "Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities." A blue "Done" button is at the bottom right.

Get the most out of Handshake by updating your profile visibility

Community Employers Private

- ✓ You can message students and alumni with similar experience
- ✓ You can receive messages about job opportunities from potential employers
- ✓ You can browse jobs and other resources from handshake or your school

👁 Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities.

Done

Step 5: Fill out account information

► Pronouns

- You can choose whether or not you want your pronouns visible to Employers and Other Students

► Demographic Information

- This information is not visible on your profile

Pronouns ⓘ [Why are we asking for this?](#)

Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time.

✕ She/her

I want to make my pronouns visible to:

☐ Employers

☐ Other students

Continue

Demographic information

Sharing demographic information is optional. Demographic data can help your future employer build and maintain a diverse and inclusive environment. [Learn more](#)

 Demographic information is not visible on your profile.

Gender

e.g. man, non-binary

Race and ethnicity

Select an option(s) ▼

Continue

Step 6: Fill out employer preferences

- ▶ Answer the following questions for the opportunity to view relevant job opportunities!
 - ▶ What are you looking for?
 - ▶ Where would you like to work?
 - ▶ Which industries are on your radar?
 - ▶ Company Qualities (Select up to 5):
 - ▶ Select what qualities you're looking for in a company. Your selection will help Handshake give you better recommendations.
 - ▶ Type of job
 - ▶ Your skills
 - ▶ Add relevant course work
 - ▶ GPA (Click green box to make visible)
 - ▶ Add clubs or organizations you belong to
 - ▶ Work/Volunteer History
- ▶ Select jobs as interesting or not interesting to help us better personalize their job recommendations.
- ▶ Upon completion, Handshake includes a visibility section on each students profile to make it 100% clear if your profile is public or not, and thus allow you to review and update your information at any time!

You're one step closer to your next job.

Answer a few short questions to see relevant opportunities.

What are you looking for?

Full-Time Job +

Internship +

Part-Time +

On-Campus Job +

Not sure yet

Continue

Stop in during drop-in
hours for any questions
or issues!