1. Go to https://uncg.joinhandshake.com/register. Select the Employer account type from the options presented.

2. Complete the information in the form provided. Remember to write down and save your password in a safe place.

3. Select the types of students that you wish to recruit for the jobs that you post. Select your Alma Mater (optional). Click Next: Employer Guidelines.
4. Select NO to indicate that you are not a third party recruiter. Click Next: Confirm Email.

5. Next, you will see the following screen, which contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. You must click this link before you can proceed with the registration process. If you don't receive a confirmation email, please see our Confirmation Email Troubleshooting Guide.
6. When the email arrives, click the **Confirm Email** button to verify your account.

7. When you click **Confirm Email** in your confirmation email, you will be brought back to Handshake. Search the list to find your company (UNCG department), click **Request** to connect with that company, and then select **Next: Connect to Schools**. (Go to step 8)

If your company does not already exist, **Click Create New Company** in the blue box on the right-hand side. (Go to 7a)
a. If you need to create a new company, compete the form that appears as thoroughly as possible:

**Note:** **Company Name:** Please use the following format to type your department's name: **UNC Greensboro – Department Name** *(full name, no abbreviation)*

Go to step 8.
8. Ensure you are connected with UNC Greensboro. There will be a blue check mark next to our school. Do not connect with any other schools, as you will not be recruiting or hiring their students! Click Next: Finish.

9. A staff member from your department who is already using Handshake will need to approve your request to join your department before you can begin using the system.

If you created your own company, you can begin recruiting as soon as the Career Services Center approves your request to connect with UNC Greensboro (within 48 business hours).