

Handshake Guide for Students: Tips and Hints

Apply for Student Employment using Handshake

- All student employment positions are posted in Handshake.
- Students can log into Handshake from the FLC Career Services website - <https://careers.fortlewis.edu/> (upper right-hand corner of page).
- Current students use their FLC username and password to login.
- If you have questions concerning Handshake, the information below may be helpful.

If you cannot login and must create an account you must use your @fortlewis.edu email address. <https://support.joinhandshake.com/hc/en-us/articles/115012565648-How-to-Set-Up-Handshake-LoginCredentials-if-you-re-unable-to-use-Single-Sign-On->

How do I reset my password

<https://support.joinhandshake.com/hc/en-us/articles/360005683414-How-do-I-reset-my-Handshake-password->

Campus Profiles

<https://support.joinhandshake.com/hc/en-us/articles/360000832228-About-Campus-Profiles>

Student Dashboard

<https://support.joinhandshake.com/hc/en-us/articles/360000857787-About-the-Student-Dashboard>

My major is missing or incorrect

<https://support.joinhandshake.com/hc/en-us/articles/219132597-About-if-Your-Major-or-Minor-is-Missing-or-Incorrect->

Account is blocked or disabled

<https://support.joinhandshake.com/hc/en-us/articles/115011430248-About-an-Account-that-is-Blocked-or-Suspended>

Add work study to your profile

<https://support.joinhandshake.com/hc/en-us/articles/218692658-How-to-Add-Work-Study-Eligibility-to-Your-Profile>

How to change your education information as a student

<https://support.joinhandshake.com/hc/en-us/articles/227140787-How-to-Change-your-Education-Information-as-a-Student>

Change email <https://support.joinhandshake.com/hc/en-us/articles/115000463127-How-to-Change-Your-Email>

Change your student profile to private/public for employers

<https://support.joinhandshake.com/hc/en-us/articles/218692638-How-to-Change-Your-Student-Profile-to-Private-Public-for-Employers>

How to edit or delete a document

<https://support.joinhandshake.com/hc/en-us/articles/219132587-How-to-Edit-or-Delete-a-Documet>

How to upload a new document

<https://support.joinhandshake.com/hc/en-us/articles/218692648-How-to-Upload-a-New-Documet>

Understanding document visibility

<https://support.joinhandshake.com/hc/en-us/articles/219132607-Understanding-Documet-Visibility>

Manage your primary education

<https://support.joinhandshake.com/hc/en-us/articles/218692668-Managing-Primary-Education>

Student work authorization updates

<https://support.joinhandshake.com/hc/en-us/articles/115015978207-Students-Work-Authorization-Updates>

Scheduling appointments

<https://support.joinhandshake.com/hc/en-us/articles/219133257-How-to-Request-an-Appointment>

View scheduled appointments

<https://support.joinhandshake.com/hc/en-us/articles/218693398-How-to-View-Scheduled-Appointments>

Managing a document attached to an application

<https://support.joinhandshake.com/hc/en-us/articles/227188348-Managing-Documents-Attached-to-an-Application>

How to create and track an internship experience (credit bearing)

<https://support.joinhandshake.com/hc/en-us/articles/219133237-How-to-Create-and-Track-an-Experience-a-credit-bearing-internship->

Add learning objectives to an experience

<https://support.joinhandshake.com/hc/en-us/articles/115011661407-How-to-Add-Learning-Objectives-to-an-Experience>

How to upload an attachment to an experience

<https://support.joinhandshake.com/hc/en-us/articles/360006851874-How-to-Upload-an-Attachment-to-an-Experience>

How to view employers who will be attending a career fair

<https://support.joinhandshake.com/hc/en-us/articles/219133267-How-to-View-Employers-Who-Will-Attend-an-Upcoming-Career-Fair>

How to book an interview with a visiting employer

<https://support.joinhandshake.com/hc/en-us/articles/218693438-Interview-Schedules-Applications-and-Taking-Slots>

The **“Locked by school”** and **“Hidden from employers”** settings are the same for all students. This is another reason why the application and resume are such important documents as that is where employers will get your contact information should they be interested in setting up an interview and discussing your application further.

Help/support video library

<https://support.joinhandshake.com/hc/en-us/categories/202711128-Student-Alumni>