Activate your Handshake account

Description: Handshake is Arizona State University's career platform. Students use Handshake to make appointments with career advisors, register for career fairs, connect with employers, and find job and internship opportunities. Faculty and staff use Handshake to support their students' career goals.

Goal: To educate users on activating their Handshake accounts and completing their profiles.

Activity Instructions:

1. Go to ASU Handshake and login with your ASURITE Account.
   a. You must use your ASURITE email address to gain access.
      i. Use of non-ASURITE email addresses will result in being denied access.
      ii. Tip: If your ASU email is being forwarded to a non-ASU email account, you may not receive Handshake's confirmation email, which will result in postponed access. Users must remove forwarded address first, then register.
      iii. To removed forwarded email, go to My ASU. Click the dropdown to reveal 'View Profile'. Select email, then select 'Manage your ASU email address'. Again, users must remove forwarded address first, then register.
   b. Once you have logged in using your ASURITE credentials, follow the prompts to activate your profile.

2. Click on the circle icon (your picture or gray avatar) in the upper right corner.
   a. Click on 'My Profile'.
      i. Tip 1: If you start with uploading a resume, information from your document will automatically populate some fields in your profile.
      ii. Tip 2: It is necessary to fill out all fields regarding your education (school, major, college, etc.), as it will be used by ASU to notify you based on the information provided and by employers who might be seeking someone with the same logistical information.
      iii. Upload a picture of yourself. The best pictures for professional networking are of you alone, head and shoulders, with a neutral background.
      iv. Select if you want your profile visible to employers. If you do not want to be contacted by recruiters, set your profile to private.
      v. Add volunteer or work experience and "Orgs & Extracurriculars".
      vi. Update "Your Interests". The information you provide in this section helps Handshake customize your experience.
   b. As you add sections to your profile, the % completed bar at the top of the page will increase. Users are encouraged to completed profile to 100%.
      i. If you are registering as a course requirement, please take a screenshot of the profile page showing the % completed.
      ii. Submit the screenshot as directed.

Resources:

- Learn more about getting started on Handshake
- Read about skills to highlight on your Handshake profile