Handshake Guide for Students: Tips and Hints

Apply for Student Employment using Handshake

- All student employment positions are posted in Handshake.
- Students log in to Handshake, which is in the my.unt.edu portal under “Jobs.”
- Current students use their EUID 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 @my.unt.edu email address.  

How do I reset my password  

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

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  

How to change your education information as a student  

Change email  

Change your student profile to private/public for employers  
How to edit or delete a document

How to upload a new document

Understanding document visibility

Manage your primary education
https://support.joinhandshake.com/hc/en-us/articles/218692668-Managing-Primary-Education

Student work authorization updates

Scheduling appointments

View scheduled appointments

Managing a document 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

How to upload an attachment to an experience

How to view employers who will be attending a career fair

How to book an interview with a visiting employer
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/20271128-Student-Alumni