

Handshake Guide for Students: Tips and Hints



Apply for Jobs using Handshake

- All jobs, including 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 log in.
- If you have questions concerning Handshake, the information below may be helpful.

The UNT Career Center acts only as a referral service and makes no particular recommendation regarding employers. We make no representations or guarantees about positions posted by the office. The UNT Career Center is not responsible for safety, wages, working conditions or other aspects of off-campus employment. Due to the volume of jobs received by this office, we are unable to research the integrity of each organization or person that list a job with us. Therefore, you are urged to undertake this responsibility yourself. This website also contains links to other websites not under the control of the University or Career Services, and we are not responsible for the contents of any linked site. If you have any questions, please contact our office at (940) 565-2105 or by email careercenter@unt.edu.

If you cannot log in and must create an account, you must use your @my.unt.edu email address. <https://support.joinhandshake.com/hc/en-us/articles/115012565648-How-to-Set-Up-Handshake-Login-Credentials-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-Document>

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

Understanding document visibility <https://support.joinhandshake.com/hc/en-us/articles/219132607-Understanding-Document-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-Crete-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>