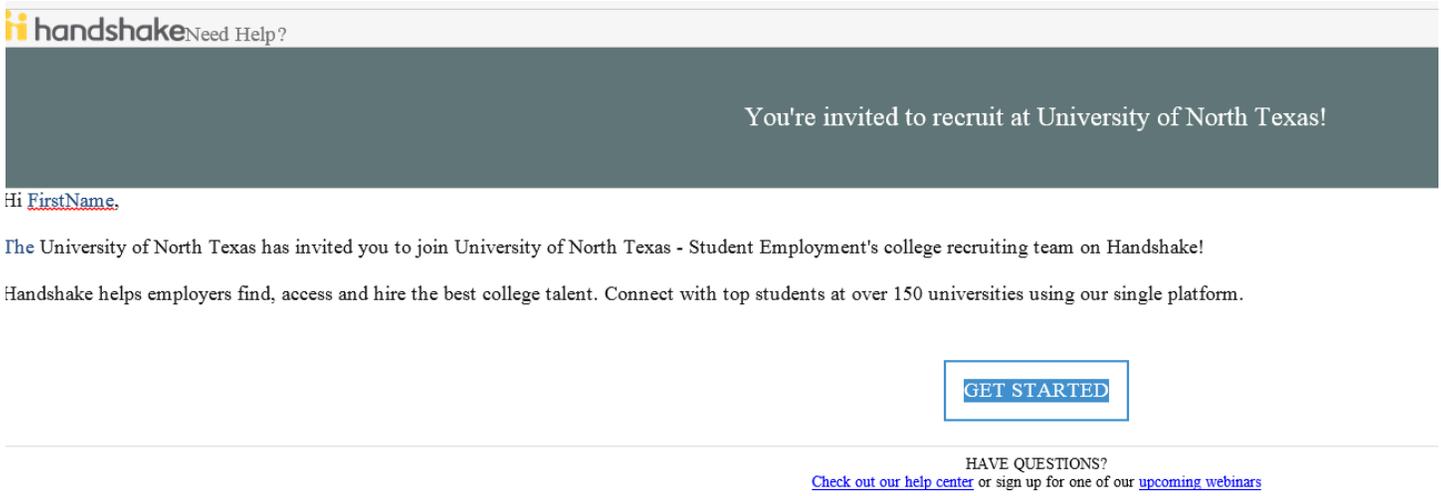


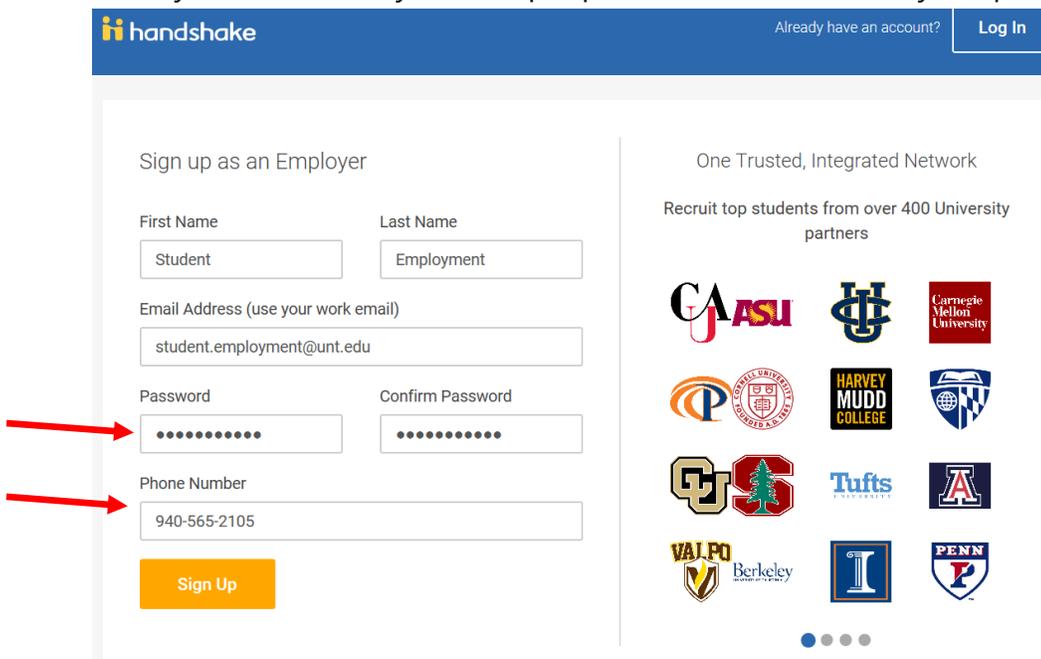
University of North Texas – Student Employment How do I make an account?

1. Log in to Handshake

- a. Once you receive your login email from Handshake, be sure to click on the "Get Started" link in your email to confirm your email address and create your account. It should look like this:



- b. Then you will create your unique password and enter in your phone number:



- c. If you do not receive an email from Handshake by Tuesday, August 1st, you can still create an account as an **employer** by going to: <https://unt.joinhandshake.com>.
- d. Be sure click **Employer**:

The screenshot shows the Handshake account creation interface. At the top is the Handshake logo. Below it, a heading asks the user to select the type of account they want to create. Three buttons are visible: 'Student / Alumni', 'Employer' (highlighted in yellow), and 'Mentor'. Below the buttons are input fields for 'First Name' and 'Last Name', followed by an 'Email Address' field. A red arrow points to the 'Email Address' field. Below the email field is a note: 'Using your unique company email address will allow us to connect you with your company and skip some extra steps along the way.' Below this note are 'Password' and 'Confirm Password' fields, with red arrows pointing to each. Below the password fields are instructions: 'Enter your password' and 'Confirm your password'. A note states: 'Password must be between 6-40 characters and can include any combination of letters, numbers and symbols.' Below this is a link: 'Already have an account ? Log In'. At the bottom, there is a checkbox (highlighted with a red box) labeled 'agree to the Terms of Service and have read the Privacy Policy.' Below the checkbox is a yellow 'Submit' button. At the very bottom, there is a link: 'Registering on behalf of someone else?'.

- e. Next, you will be brought to a page where you can select the types of students you wish you recruit (i.e., Education), and you can add your own school alma mater. This will add you to the Handshake Alumni network. (You can skip the Alma Mater section if you'd like).

- f. The next pop-up screen will go over some employer guidelines. Be sure to select "NO" as you are not a 3rd party recruiter working on behalf of another company.

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

 **Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.

 **Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

 **Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.

 **Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company? Yes No

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Next: Confirm Email

- g. You will be brought to a page which asks you to Join a Company. **Be sure to select the University of North Texas – Student Employment.** Please do NOT select the other option!

Handshake Help Student

Step 3 of 4 - Join Company Next: Connect to Schools

Great! It looks like your company is already in Handshake.

UNT
UNIVERSITY OF NORTH TEXAS
EST. 1890

Request

University of North Texas - Student Employment

The UNT Student Employment Office is located in the Career Center! We're here to help on-campus departments hire, develop and retain hourly student employees. We also provide assistance and trainings for UNT students seeking employment and current student employees.

1800 W Chestnut St, Denton, Texas 76201, United States | <https://www.unt.edu/>

UNT
UNIVERSITY OF NORTH TEXAS
EST. 1890

Request

University of North Texas

Established in 1890, UNT is one of the nation's largest public research universities with nearly 38,000 students. Ranked a Tier One research university by the Carnegie Classification, UNT is a catalyst for creativity, fueling progress, innovation and entrepreneurship for the North Texas region and the state. UNT's programs are internationally recognized with research and scholarship spanning all d...

Are you a part of a division within this company?
No problem. First join this company, and then you'll be able to set up your division within it.

Unable to join?
For security reasons, if you're using a personal email address you won't be able to join this company. Either [contact us](#) or [start the sign-up process over](#) with your company email address.

Not your company?
[Create New Company](#)

- h. Next, you will be invited to Connect to Schools. University of North Texas should be at the top and already checked. If not, type in University of North Texas and click **Next: Finish**.

The screenshot shows the Handshake interface for connecting to schools. At the top, the 'handshake' logo is on the left, and 'Help' and 'Student' are on the right. Below the navigation bar, the page title is 'Step 4 of 4 - Connect with Schools' and '1 School selected'. A red arrow points from the '1 School selected' text to a yellow button labeled 'Next: Finish', which is enclosed in a red box. Below this, there is a search bar with a 'Search' button. The results show 'Showing 357 results'. The first result is 'University of North Texas' with a blue checkmark in a circle, indicating it is selected. Other results include Babson College, Harvey Mudd College, Spelman College, Oregon Tech, and Stanford University, each with a plus sign in a circle. On the right side, there are filter options: 'My Selected (1)' with a 'Clear' link, and 'Filter Schools by' with sections for 'Region' (Midwest, Northeast, South, West), 'Location', and 'Rank'.

- i. Next, your account will be approved by one of our staff members within 1-3 business days!