How to create a Handshake account:

1. Please visit http://uwosh.joinhandshake.com/
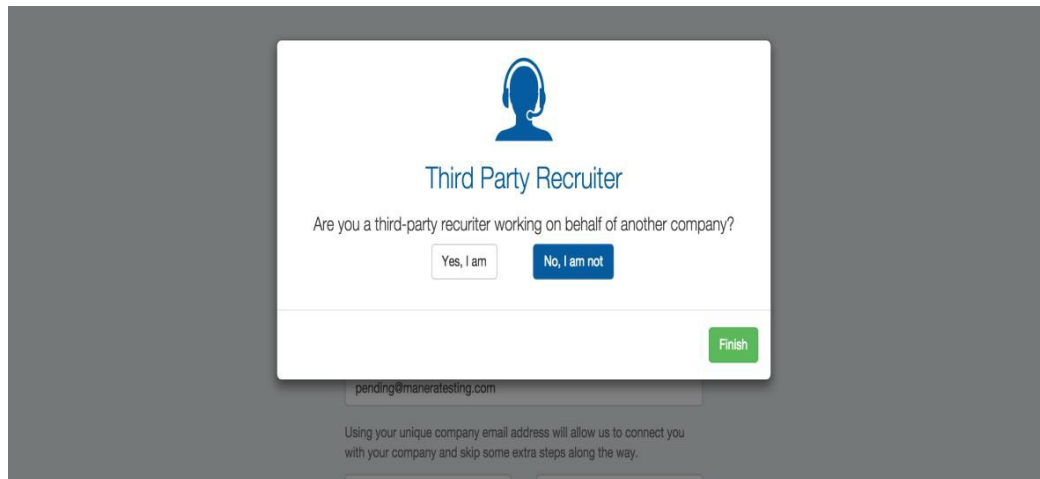**2.** Click on **"Need an Account?"**
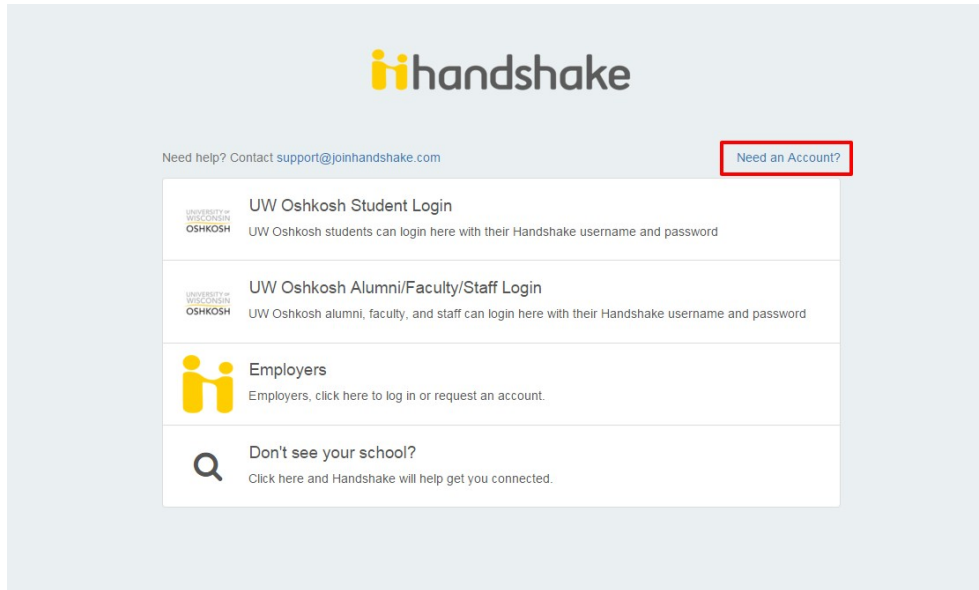
3. You will be asked what type of account you would like to create. **Click** the **Employer** button which will trigger the employer registration form to appear

Fill out the information requested, and then **check** the **box** agreeing to the "Terms of Service," acknowledging that you have read the "Privacy Policy." **Click** the **Submit** button to continue.

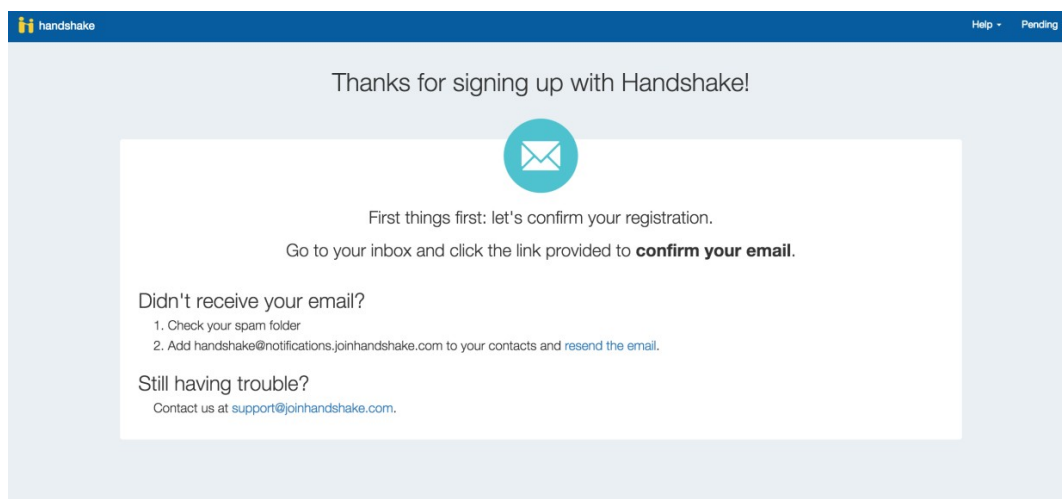4. You will then see this window asking if you are a Third Party Recruiter.

a) If you are a third party recruiter, meaning that you are going to be posting jobs on behalf of another company, with the intent of finding candidates for that company to hire, then you must **click** the **Yes, I am** button and then read and agree to comply with Handshake's third party recruiting policies (by checking the agree to comply box).

b) If you are not a third party recruiter (meaning you work for the employer you're creating the account for), **click** the **No, I am not** button and **click Finish.**

5. You will be taken to a confirmation page, and you will shortly (within 5-10 minutes) receive a **confirmation email** (to the email address provided) with a link enabling you to confirm your account. If you do not receive this email within the 5-10 minutes, please check your spam folder. You must **click this link** before you can proceed with the registration process.

6. When you **click the link** in your confirmation email, you will be brought to this page:

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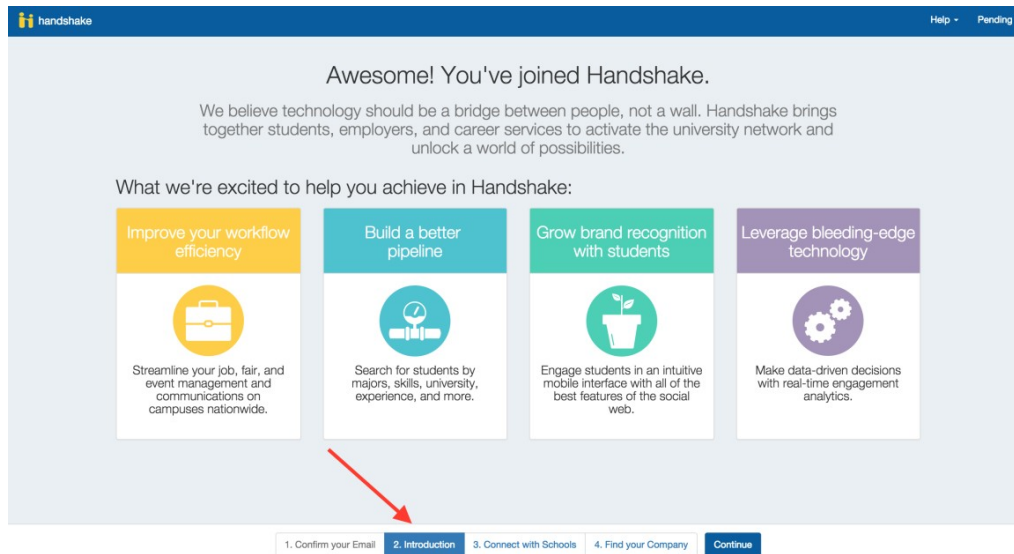
Note the four numbered steps at the bottom of the page.

7. You are now able to connect with schools. **Click "Connect with Schools"** and then **"Continue."** You can search for a particular school with which you'd like to connect or you can browse the selection of schools listed. Type in **University of Wisconsin Oshkosh** and then **click "Request to Connect."** You will then need to wait for approval from the school. **Note:** This is not an automatic process so please be patient. Approval will take approximately 1-3 days.
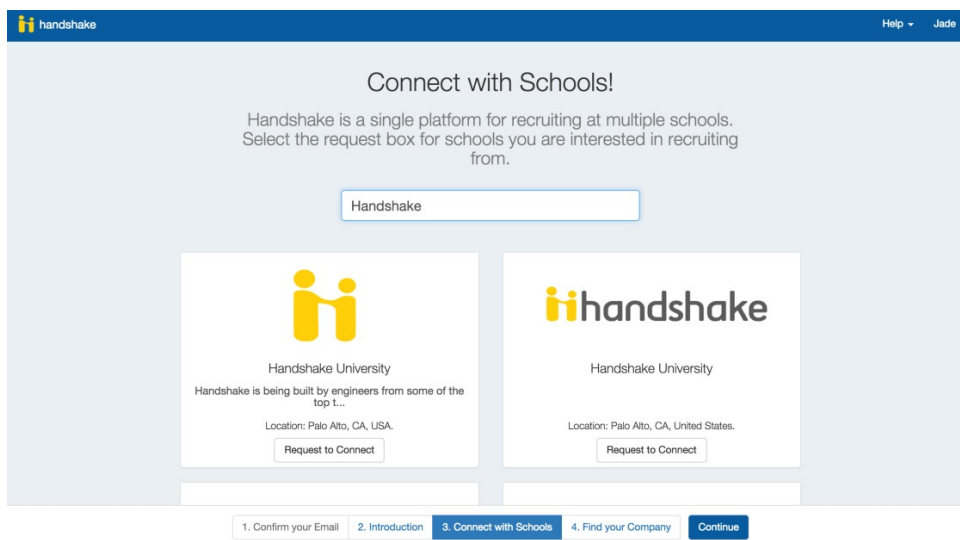
8. This brings you to step 4 where you can connect with your company.

a) Off Campus Employer**s:** either **click "Find Your Company" or "Continue."**

b) On Campus Employers: you MUST search for your office/department **by first typing UW OSHKOSH** and associating with your area - **DO NOT choose the default UW Oshkosh Career Services. DO NOT create new departments** if you cannot find your area**.** You may need to scroll down on the page slightly to see the department you searched for.
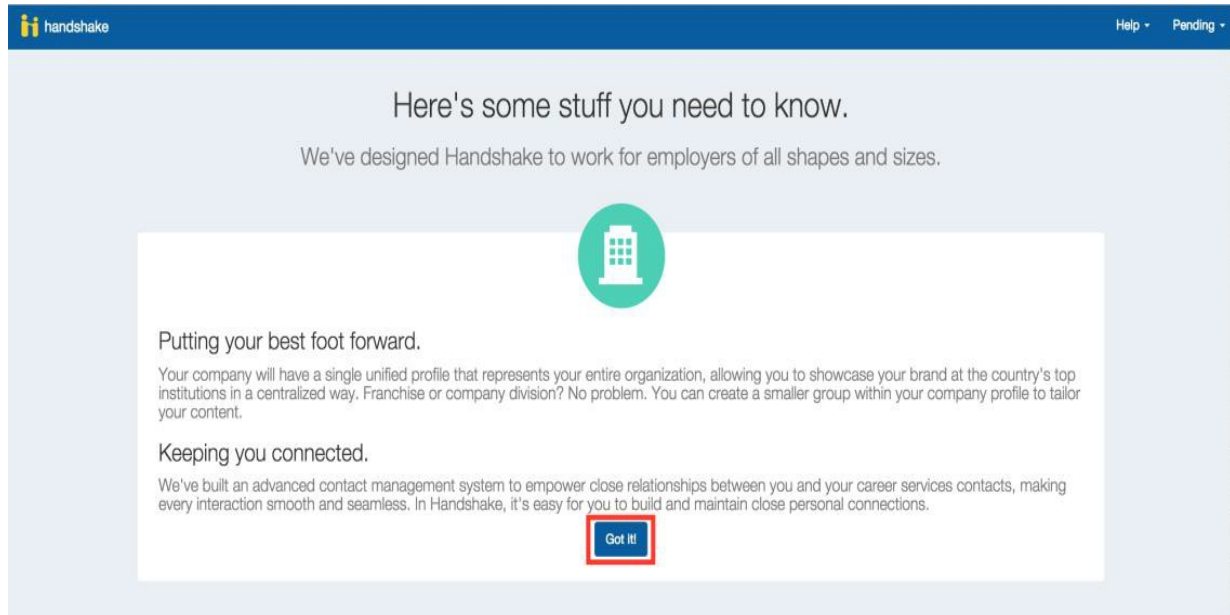
9. Now **click Got it**

10. Please take the time to fill in your missing profile information! You may now get started on posting jobs!

Contact us

Hours of Operation
Monday - Thursday   8:00 a.m. – 5:00 p.m.
Friday   8:00 a.m. – 3:00 p.m.

Email: cservice@uwosh.edu

Visit us online: www.uwosh.edu/career