Faculty and Staff Handshake Login Guide

- Navigate to uta.joinhandshake.com
- Single Sign On is not supported for faculty and staff accounts – click “sign in with your email address”

Enter your UTA email and click next
Faculty and Staff Handshake Login Guide

• Enter your password and click “sign in”

Please enter your password to sign in.

Password

Sign In

Forgot your password?

Keep me logged in

First Time Logging in?

• If it’s your first time signing in, you will be prompted to create an account. Select “I’m an Employer” from the options.

You can sign up for a new account by selecting one of the following options:

I’m an Employer

I’m a Student or Alumni

I’m with Career Services

• Use your UTA email, enter a password of your choice, and click sign up

Sign up as an Employer

Email Address (use your work email)

Password

Confirm Password

Sign Up
Faculty and Staff Handshake Login Guide

- Enter your first and last name, phone number, job title, and select the types of students you would like to recruit. Adding your Alma Mater is optional. Click next to see the employer guidelines.

Welcome to Handshake
Before continuing, we need a bit more info

First Name          Last Name

Phone Number

Job Title

Tell us the types of candidates you would like to find

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

School Name          Graduation Year

Select School

2020

- My school is not listed, let me type my own

Add another Alma Mater

Next: Employer Guidelines
Faculty and Staff Handshake Login Guide

- Select “no” (not a third-party recruiter) and click next to confirm your email address.

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 fail-safe 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.

- Check your inbox to confirm your email address. Didn’t receive the email?
  - Make sure your email is entered correctly without typos
  - Check your spam folder
  - Add handshake@m.joinhandshake.com to your contacts
  - Click to resend the email

Great! You’ve successfully signed up for Handshake.

We’ve sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.
Faculty and Staff Handshake Login Guide

- Open the email and click “Confirm Email” at the bottom

Email Confirmation

Handshake <handshake@m.joinhandshake.com>
To: [Email Address]

If there are problems with how this message is displayed, click here to view it in a web browser.

Handshake
Confirm your email address on Handshake

Hi [Username],

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email]

- Scroll down to find your department at UTA and click “request”. Then click next at the top.
Faculty and Staff Handshake Login Guide

- You don’t need to select any schools, just click next at the top.

- Done! Just wait for approval.

Thank You for Signing up for Handshake!

Your Current Status:
Pending approval at University of Texas at Arlington Lockheed Martin Career Development Center
Pending connections with 0 schools

Your approval request has been sent to the Account Administrator(s) at University of Texas at Arlington Lockheed Martin Career Development Center. N. Phillips. As soon as you're approved, we will notify you via email.