

Student User Guide

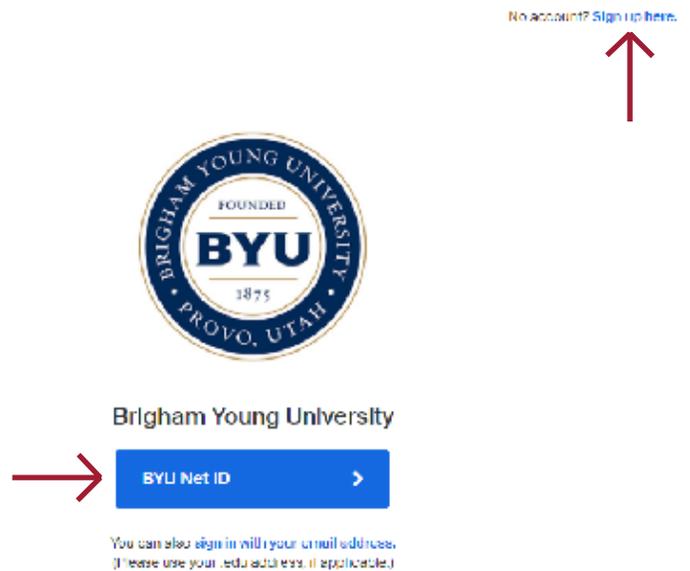
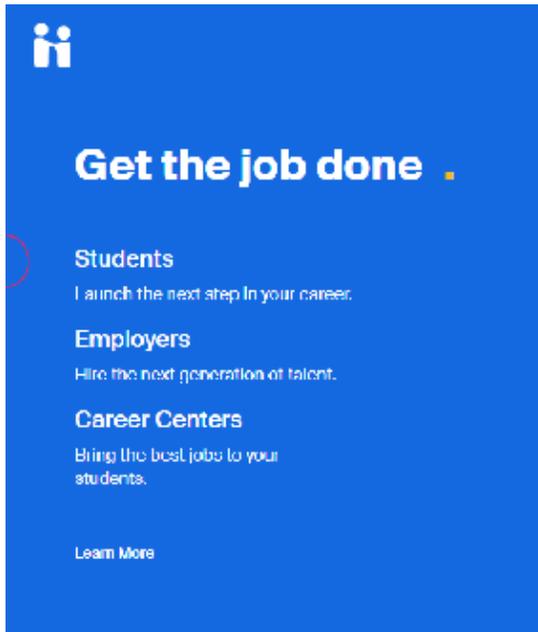
HANDSHAKE



BYU

GETTING STARTED

- To log into your Handshake account, go to byu.joinhandshake.com/login.
- Click on “**BYU Net ID**,” and you will be redirected to the BYU Login page. Sign in with your BYU Net ID and password.



- If you do not have an account, select “**Sign up here**” on the top right to create one. Enter your .edu email (NetID.byu.edu) and click “Next.” Follow the directions on each page to create your personalized Handshake account.



Let's find your next job

Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.

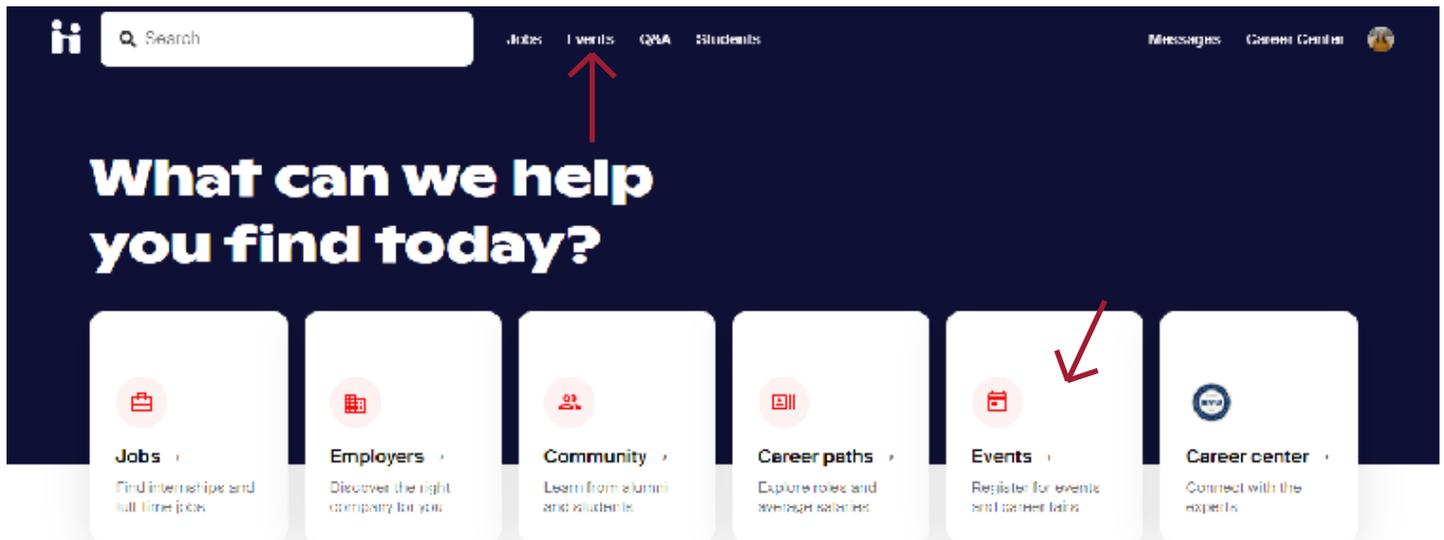
Brigham Young University

.edu email address

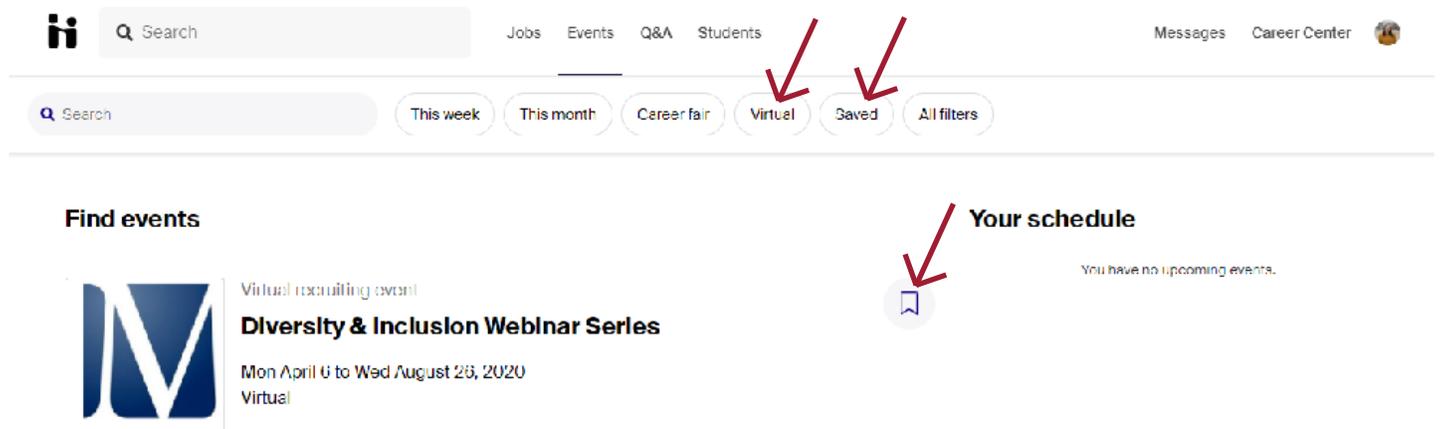
Next

REGISTER FOR EVENTS

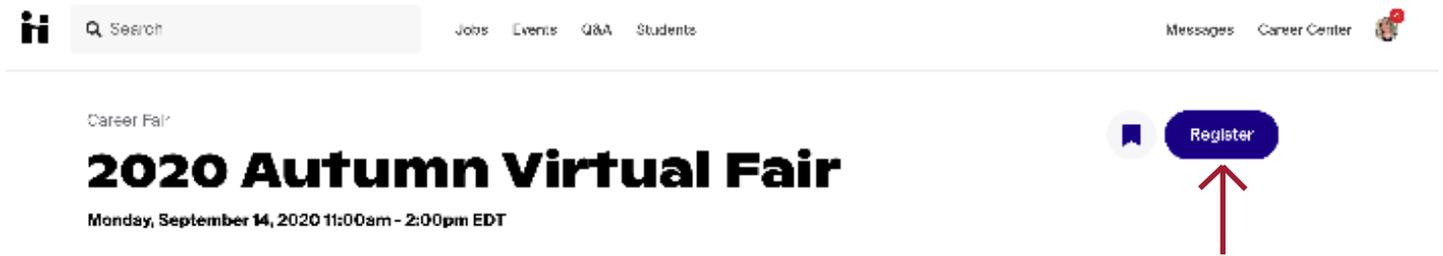
- Once you are logged in, select the “**Events**” tab in the top middle of the homepage. Alternatively, you can click the large white box that says “**Events**” with a calendar icon.



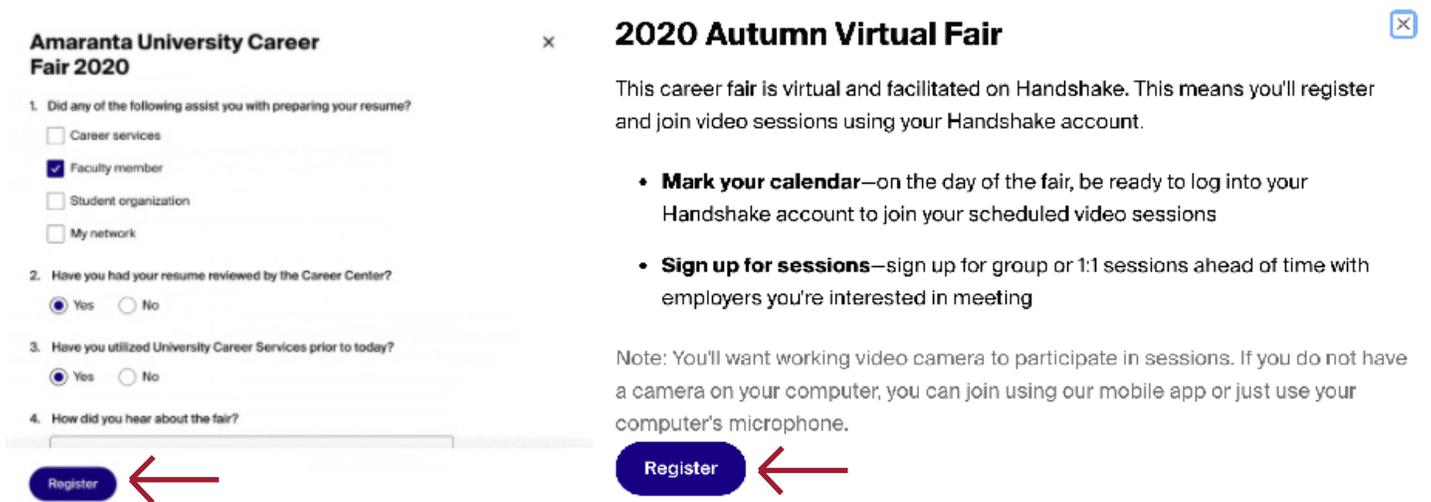
- On the Events page, use the filters at the top by the search bar to narrow down the results. For example, use the “**Virtual**” filter to identify virtual fairs BYU is hosting.
- If you’d like to save an event to view later, click on the **bookmark icon**. Later, use the “**Saved**” filter to see all events you have bookmarked.



- Scroll through the list of fairs and click on the one you would like to register for. Click the blue “**Register**” button in the right corner.



- A popup will appear. Please read the information, answer the questions, and select “**Register**” when you are ready to continue.



SIGN UP FOR SESSIONS

- On the fair’s page, click on the “**Available sessions**” tab on the far left of the page.



- Find an employer you'd like to sign up for a session with.



Sprinkle Dreams

Our cupcakes are even better than our name!

Group Session • 11:00am - 11:30am EDT

[General Information Session →](#)

Group Session • 12:30pm - 1:00pm EDT

[Confectionary Consultant - Position Details →](#)

Group Session • 1:30pm - 2:00pm EDT

[Benefits, Salaries, and Vacation, Oh My! →](#)

1 on 1 session

[One on One with Sprinkle Dreams →](#)

- Group sessions are 30 minutes long. Click on the session you would like to attend. Read the information in the popup and select “Confirm” to sign up.

Group Session • 11:00am - 11:30am EDT



General Information Session

Come to this session to learn about our company from the founder herself!



Sprinkle Dreams

www.sprinkledreams.com

Our cupcakes are even better than our name!

US work authorization

Required

Confirm



- Each one-on-one session is 10 minutes long. Select the representative you would like to speak with and the time that works best for you. Click “**Confirm.**”

1 on 1 session



1 on 1 with Sprinkle Dreams



Tawnya Reynolds
Cupcake Aficionado

11:30am EDT

11:40am EDT

11:50am EDT

12:00pm EDT



Lindsey McLaughlin
Confectionary Consultant

11:00am EDT •

11:10am EDT •

11:20am EDT •

11:30am EDT

Confirm



- If there is a red dot by a time slot, it indicates that you are already signed up for a different session during that time. Cancel the previous session to sign up for the new one.
- You can sign up for sessions up until one minute before the session start time.
- As you sign up for sessions, a list will appear on the right of your screen. Click the name of a session to see more information or **cancel your reservation.**

Your sessions

Sprinkle Dreams
General Information Session
11:00am - 11:30am EDT

Sprinkle Dreams
One on One
11:30am - 11:40am EDT

Registered



Group Session • 11:00am - 11:30am EDT

General Information Session

Come to this session to learn about our company from the founder herself!

Registered for 11:00am - 11:30am EDT

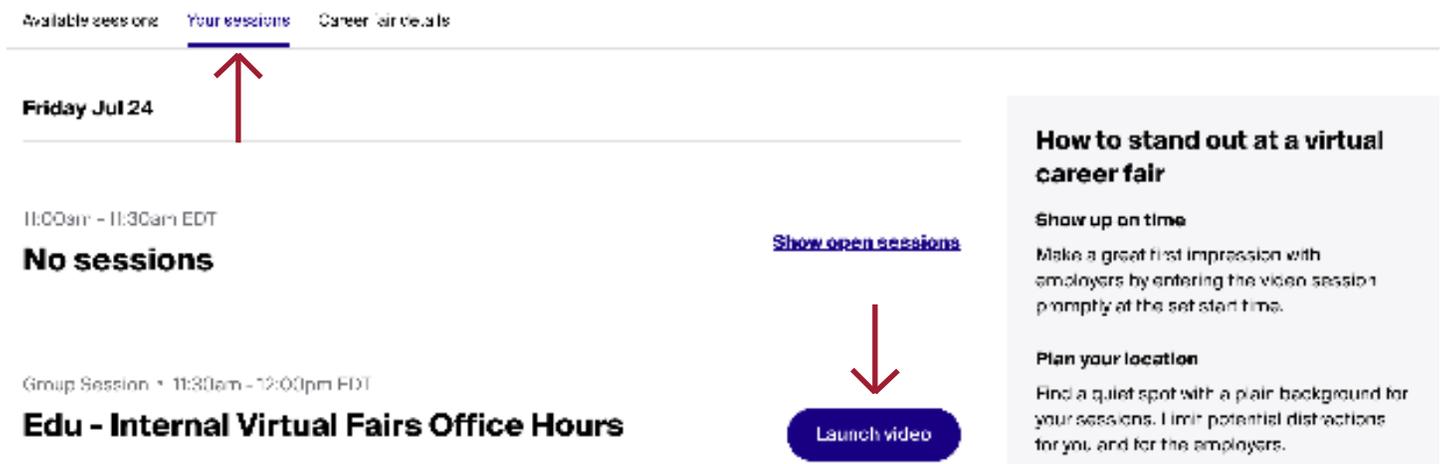
A video conference link will be available at your session time.

Cancel reservation

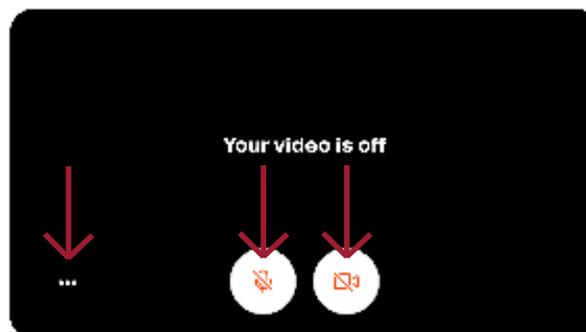


JOIN A SESSION

- Find the specific fair's page and select the **"Your sessions"** tab.
- Click the blue **"Launch Video"** button to join the session. We recommend joining 5 minutes early to test your video and audio.



- If a popup appears, **allow** Handshake access to your microphone and camera.
- Click the **microphone icon** to mute and unmute yourself. Click the **camera icon** to turn on and off your video.
- Click the **three dot icon** on the bottom left to access audio and video settings.
- Click **"Join now"** when you are ready to join the meeting.



- If there are more than 15 participants, your audio and video will be disabled. You can still interact through the chat feature.

BYU STANDARDS

- Please remember that even in a virtual setting you are still representing BYU.
- If you choose to show the video of yourself in a group or one-on-one session, please be sure that your appearance is in compliance with the [BYU Dress and Grooming Standards](#).
- Please ensure any text you submit as a question in the Q&A or in the chat does not use any profanity and complies with the [BYU Honor Code](#).

STILL HAVE QUESTIONS?

- If you are still having trouble, please refer to the [Handshake Help Center](#).
- If it does not answer your questions, please send an email to Savannah Gow at Career Services savannah_gow@byu.edu or Jamie Cromar at the Business Career Center jamie8314@byu.edu.