

# HOW TO ACCESS AND COMPLETE YOUR BYU HANDSHAKE ACCOUNT AND PROFILE

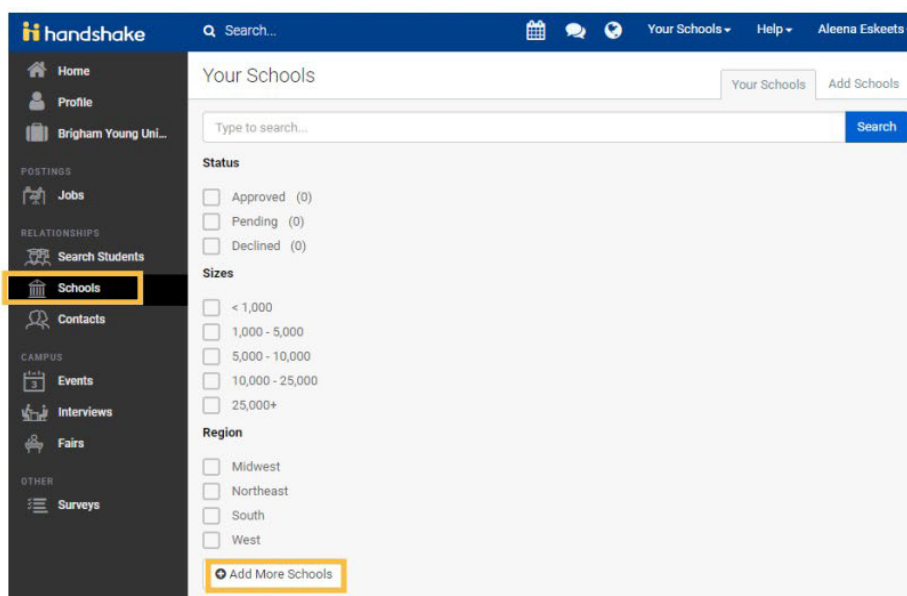
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## EMPLOYERS WHO HAVE A HANDSHAKE ACCOUNT BUT NOT A BYU HANDSHAKE ACCOUNT

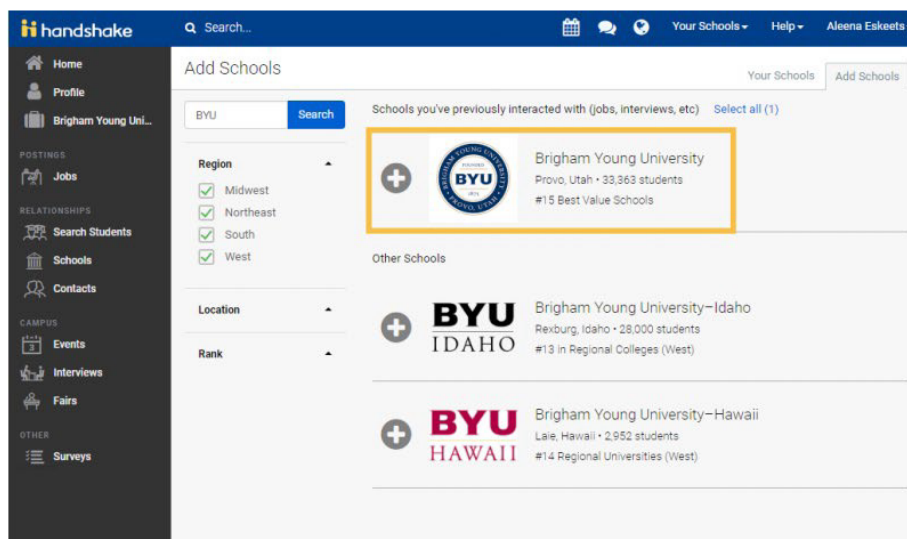
If you have an account in Handshake, but are not connected with BYU, follow these instructions to add BYU as a school

Log into Handshake and select "Schools" on the left-hand side

Select "Add More Schools"



Type in "Brigham Young University" and select "Brigham Young University" (Make sure that Provo, Utah is the location)



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## EMPLOYERS WITHOUT ANY HANDSHAKE ACCOUNT

To create an account in BYU Handshake, go to [handshake.byu.edu](https://handshake.byu.edu)

Click SIGN UP FOR AN ACCOUNT

Select EMPLOYER

Fill out requested information

Click SIGN UP

Fill out recruiting interests and your Alma Mater

Click CONTINUE Review Employer Guidelines

Click CONTINUE

## TIPS FOR SETTING UP YOUR EMPLOYER ACCOUNT

- Read over BYU Recruiting Policies and make sure the types of jobs and events you are requesting complies with these principles.
- Be sure your company profile is complete with company contact information that includes:
  - Address (One that is not residential)
  - Phone number
  - Email
  - Website