

Dallas Baptist University Handshake for Alumni

This guide will show you how to Sign up for Handshake, Build Your Profile, Search for Events and Make an Appointment.

STEP ONE: Alumni Sign Up

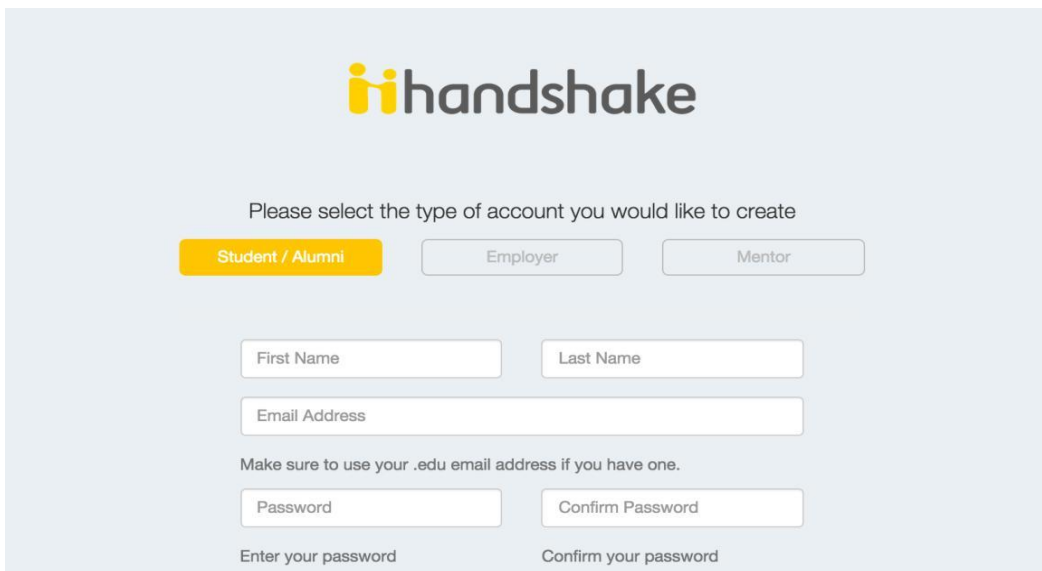
To register for a Handshake account:

1. To get started on Handshake go to <https://app.joinhandshake.com/login>
 - Click **Sign Up for an Account** at the bottom of the page

Handshake 2016

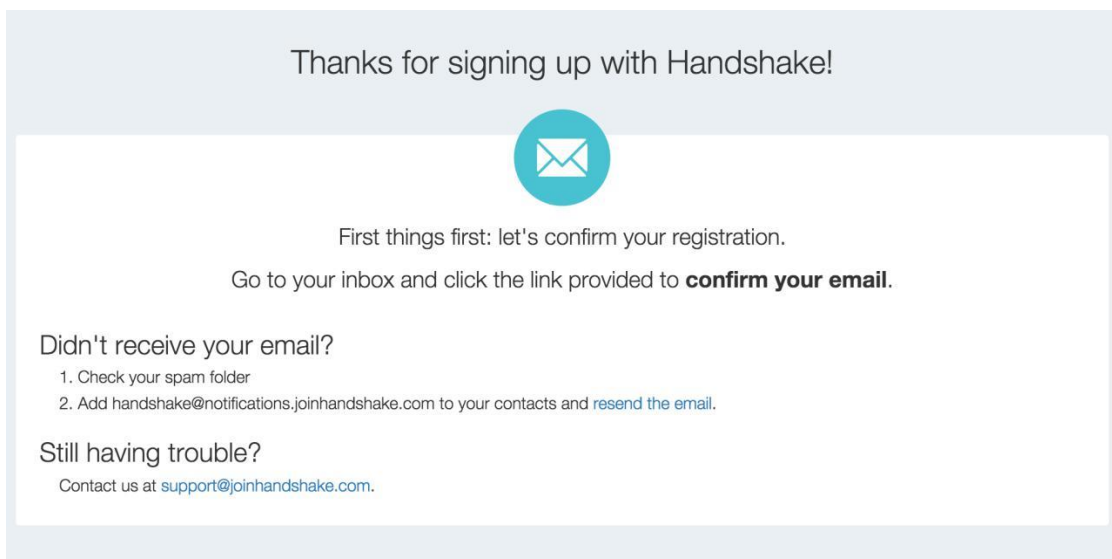
Need Help? [Contact Us](#)

3. Click the **Student / Alumni** button.
 4. **Fill in** your personal information and create a password.
- You must agree to the Terms and Services before you can complete your registration.



The image shows the Handshake registration form. At the top is the Handshake logo. Below it is the instruction "Please select the type of account you would like to create". There are three buttons: "Student / Alumni" (highlighted in yellow), "Employer", and "Mentor". Below the buttons are input fields for "First Name", "Last Name", and "Email Address". A note says "Make sure to use your .edu email address if you have one." Below that are "Password" and "Confirm Password" fields. At the bottom, there are labels "Enter your password" and "Confirm your password".

5. Next, you should see a screen asking you to confirm your registration.



- To confirm your registration, **click** on the **link** that you received in your email.

Once you've confirmed your email address, you are registered as a student and may now **log in** to complete your Handshake profile!

STEP TWO: Build Your Profile

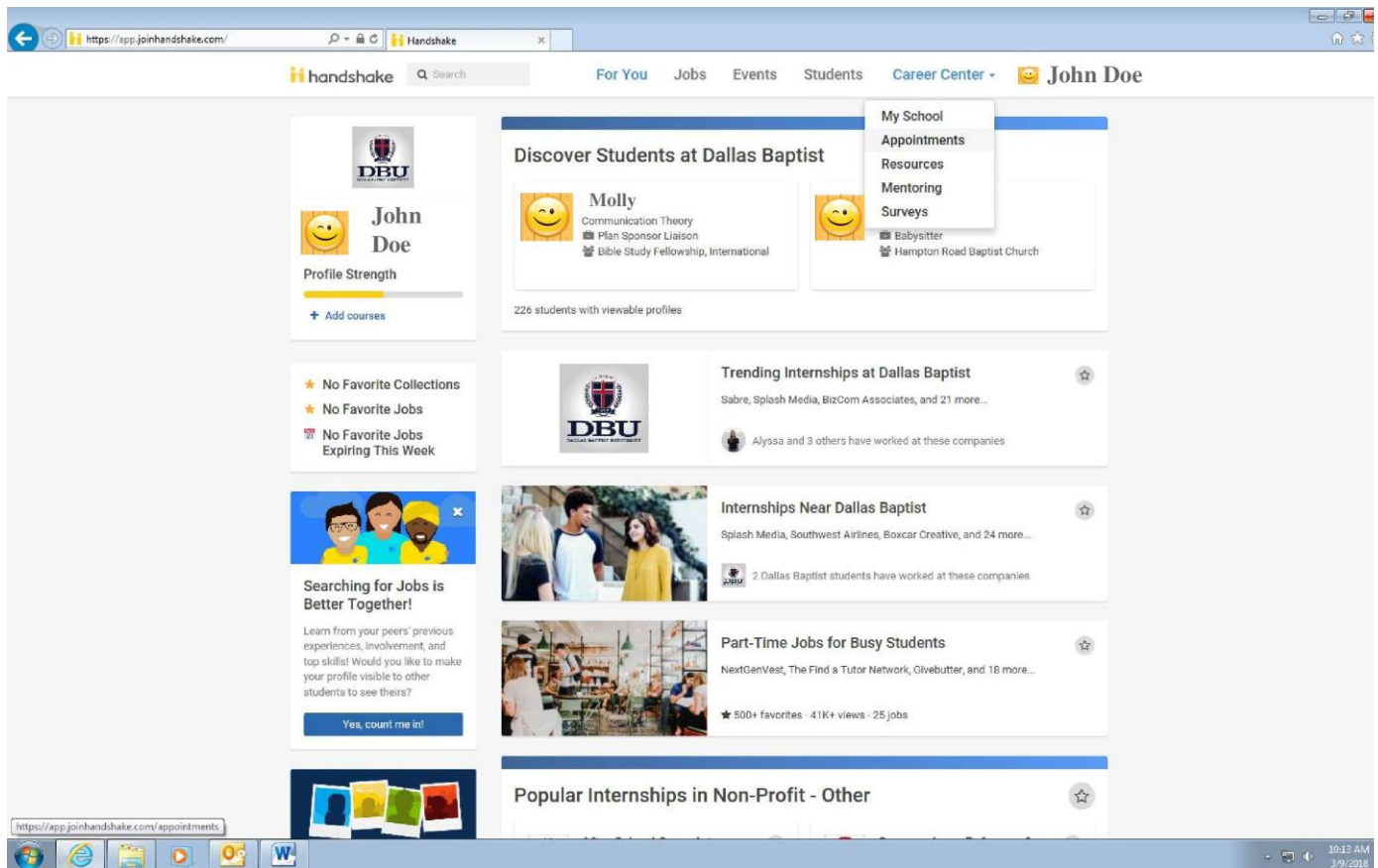
Now that you have a Handshake account, it is time to create your Handshake Profile! In order to apply for jobs, you must build your profile. To do so, simply follow the directions below:

1. Profile:
 - Click **Your Name** on the Left Hand Navigation Bar.
 - Click the **"Documents"** or **"Profile"** in the drop down menu

STEP THREE: Appointment Sign Up

DBU requires appointment scheduling for career counselor to be done in Handshake. You can follow these steps to request an appointment:

1. Click on the **Career Center** tab at the top of the page
2. Click **Appointments** in the drop down navigation bar



The screenshot displays the Handshake website interface for a user named John Doe. The browser address bar shows the URL <https://app.joinhandshake.com/>. The navigation bar includes tabs for "For You", "Jobs", "Events", "Students", and "Career Center". The "Career Center" tab is active, and a dropdown menu is open, showing options: "My School", "Appointments", "Resources", "Mentoring", "Surveys", "Babysitter", and "Hampton Road Baptist Church". The main content area features several sections: a profile card for John Doe with a "Profile Strength" indicator and an "Add courses" button; a "Discover Students at Dallas Baptist" section with a student profile for Molly; a "Trending Internships at Dallas Baptist" section; an "Internships Near Dallas Baptist" section; a "Part-Time Jobs for Busy Students" section; and a "Popular Internships in Non-Profit - Other" section. A sidebar on the left contains a "Searching for Jobs is Better Together!" message and a "Yes, count me in!" button. The Windows taskbar at the bottom shows the time as 10:13 AM on 3/9/2018.

3. You will see the option to pick a **category** and **type** of appointment - Select the category and type of appointment you are interested in scheduling

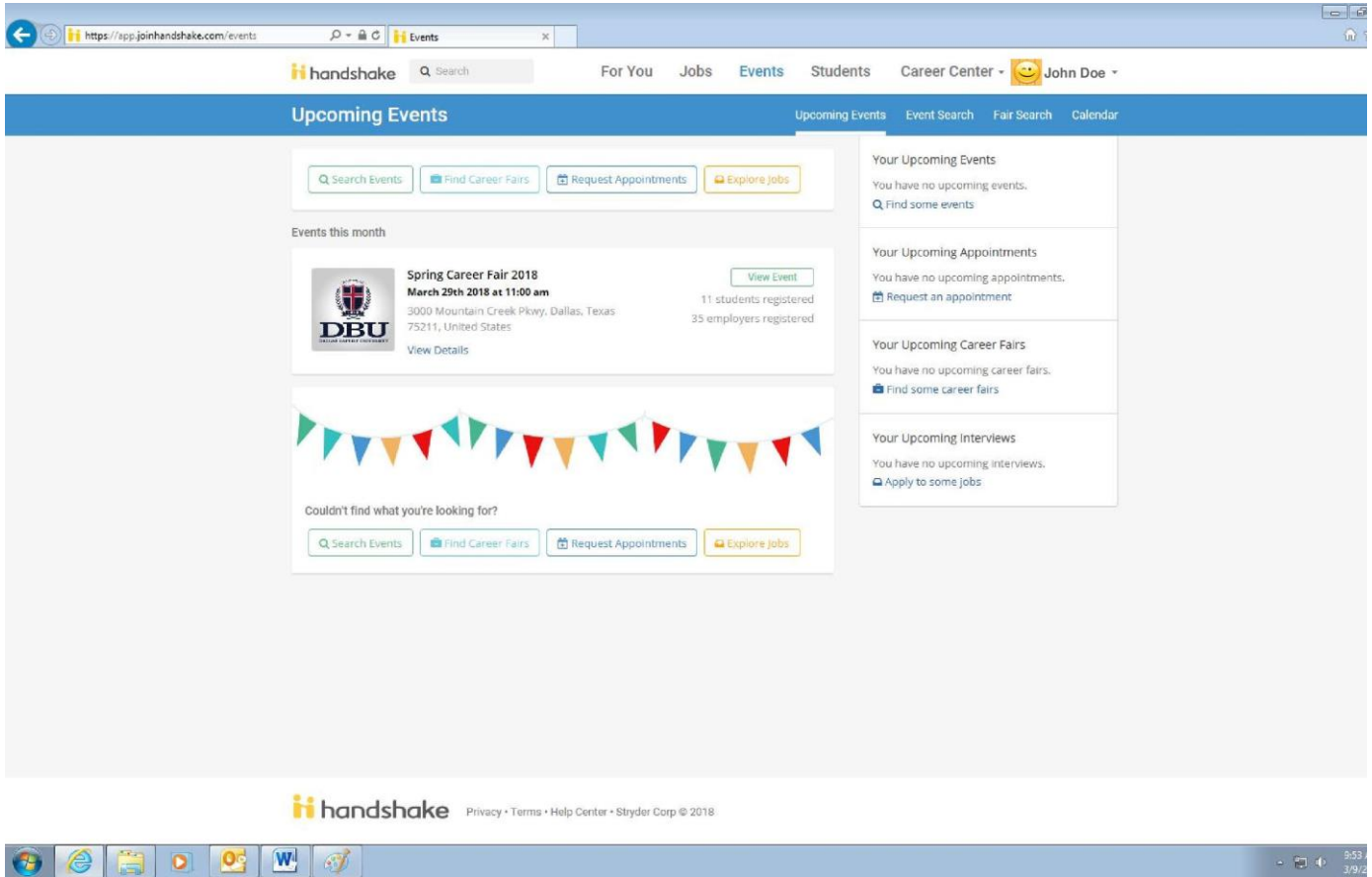
4. You will be taken to the next available appointment times once you have selected an appointment category and type

The screenshot shows a web browser window with the URL <https://app.joinhandshake.com/appointments/>. The page header includes the Handshake logo, a search bar, and navigation tabs for 'For You', 'Jobs', 'Events', 'Students', and 'Career Center'. A user profile for 'John Doe' is visible in the top right. The main content area features four filter boxes: 'Category' set to 'SOPHOMORE', 'Type' set to 'RESUME CRITIQUE', 'Staff Member' set to 'No Preference', and 'Appointment Medium' set to 'No Preference'. Below these filters is a calendar view for the week of Sunday, March 11th. The calendar shows the following availability for each day: Sunday (March 11th, 2018) - No Appointments Available; Monday (March 12th, 2018) - Appointments Available; Tuesday (March 13th, 2018) - Appointments Available; Wednesday (March 14th, 2018) - Appointments Available; Thursday (March 15th, 2018) - No Appointments Available; Friday (March 16th, 2018) - No Appointments Available; Saturday (March 17th, 2018) - No Appointments Available.

5. **Click** on a time that works for you or **click** on staff member to see the availability of different staff members.
6. Enter details about the appointment in the **What can we help you with?** section and then **click Request** at the bottom of the screen. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.
7. Make sure that you check your notifications for updates to the status of your appointment.

STEP FOUR: Events Sign Up

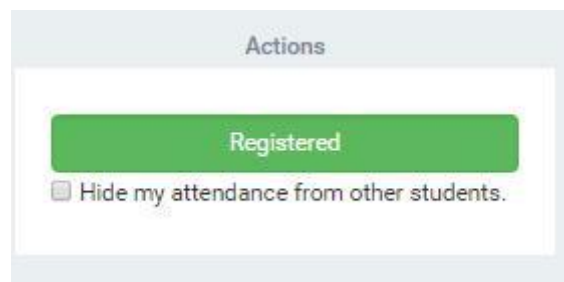
1. Click on the **Events** tab at the top of the page
2. You will find a list of current Events being offered at DBU. “View Event” to see more details regarding the event



4. Click the “Join Event” button located on the left side of the dashboard.



5. Once you are registered you will see your status change from “Join Event” to “Registered”



6. You will receive an email confirmation for the event and the event will appear under 'Upcoming Events'