

# CREATE A HANDSHAKE ACCOUNT

If you are an employer and do not have a Handshake account, please follow the directions below.

1. Visit [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new) and enter the following information:

- First name
- Last name
- Work email
  - If you enter a personal email address, a yellow banner will appear with the message: 'It looks like you're using a personal email (@gmail, @yahoo, @hotmail, etc). Please use your **work email** so Handshake can connect you with The Citadel, the Military College of South Carolina.
- Password (create new password)
  - Passwords on Handshake must:
    - Contain eight characters, or more
    - Contain characters from two of the following three character classes:
      - Alphabetic (e.g., a-z, A-Z)
      - Numeric (i.e. 0–9)
      - Punctuation and other characters (e.g., !@#\$%^&\*()\_+ | ~-=\`{}[]: "; '<>?,./)
  - Note: Passwords are not encrypted.
  - Tip: Click the show password icon ( ) to confirm that you have entered your password correctly.

2. Review Terms and Privacy Policy. By clicking Create account, you agree to Handshake's Terms of Service and confirm that you have read the Privacy Policy. Note: There is no checkbox for agreement; your consent is implied when you click Create account.

3. When finished, click the black button "Create account" in the lower-right corner.

4. Verify your email address on Handshake by clicking the link in the email Handshake sent you.

**Note:** Email verification links remain active for 12 hours after they are sent. If you don't receive a confirmation email, check out [Troubleshooting a Missing Confirmation Email](#).

5. Complete your profile by providing the following information:

- User profile photo (optional)
- Types of candidates you're looking for
- Phone number
- Education history (optional)
- School Name (one you attended)
- Graduation Year
- If your school is not listed, check the box for School not listed.

### ***Third-Party Recruiter Status***

Are you a third-party recruiter working on behalf of another company? (select Yes or No)

*According to Handshake, a third-party recruiter is:*

- An employer who is hiring or posting jobs for a company other than the one they work for.
- An employer who is hiring or posting jobs, but another company provides the pay/salary.
- An employer who is hiring or posting jobs for both the company they work for and another company.

6. When finished, click the black button Continue in the lower-right corner.

If you can't complete registration, click your name in the upper right corner and select Log out. While your information will not be saved, you will return to the same page when you log back in.

## **Validate Your Account**

If you've had to create a new department profile, your account will be manually reviewed and validated by Handshake's Trust and Safety team.

- Once your account has been validated, you will receive an email notification.
- After validation, you will be able to access your account.

For additional information, refer to [Employer Validation](#).