How to Create a User Account and Join SUNY Potsdam On-Campus Employment

SUNY Potsdam faculty and staff will need to create a User account and Join the SUNY Potsdam On-Campus Employment company. This is only done once and then users will have access to posting jobs.

1. Visit https://app.joinhandshake.com/register
2. Select the Employer account type from the options presented
3. Fill out the information requested, make sure you use your @potsdam.edu email account. Click Sign Up
4. Enter your **recruiting interests** (this helps to identify students who may be interested, however does not limit which students see the job postings.) **TIP:** just select one so it allows you to move on with registration.

Enter **Alma Mater:** This is a requirement of the system that on-campus employers are not able to bypass. Select *State University of New York System-College at Potsdam* and Graduate Year: **2018**

Then click **Next: Employer Guidelines:**

Read the Employer Guidelines, **Terms of Service,** and **Privacy Policy:** Third Party Recruiter: **Select No.** Then, click **Next: Confirm Email.**
5. Next, you will see the following screen, which contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. You must click this link before you can proceed with the registration process. If you don't receive a confirmation email, please see our Confirmation Email Troubleshooting Guide.

6. When the email arrives, click the Confirm Email button to verify your account.
7. When you **click Confirm Email** in your confirmation email, you will be brought back to Handshake. If your company already exists in our system, you'll see the following page. You can **click Request to connect with SUNY Potsdam On-Campus Employment** and then select **Next: Connect to Schools**.

8. You can skip this section by **clicking Next: Finish**.
9. **Confirmation Screen.** All new Users need to be approved by Career Services in order to join the company profile on Handshake. Career Services will review your request within one business day. If you need immediate assistance, you may email career@potsdam.edu.

Next Steps: Learn about managing jobs in Handshake