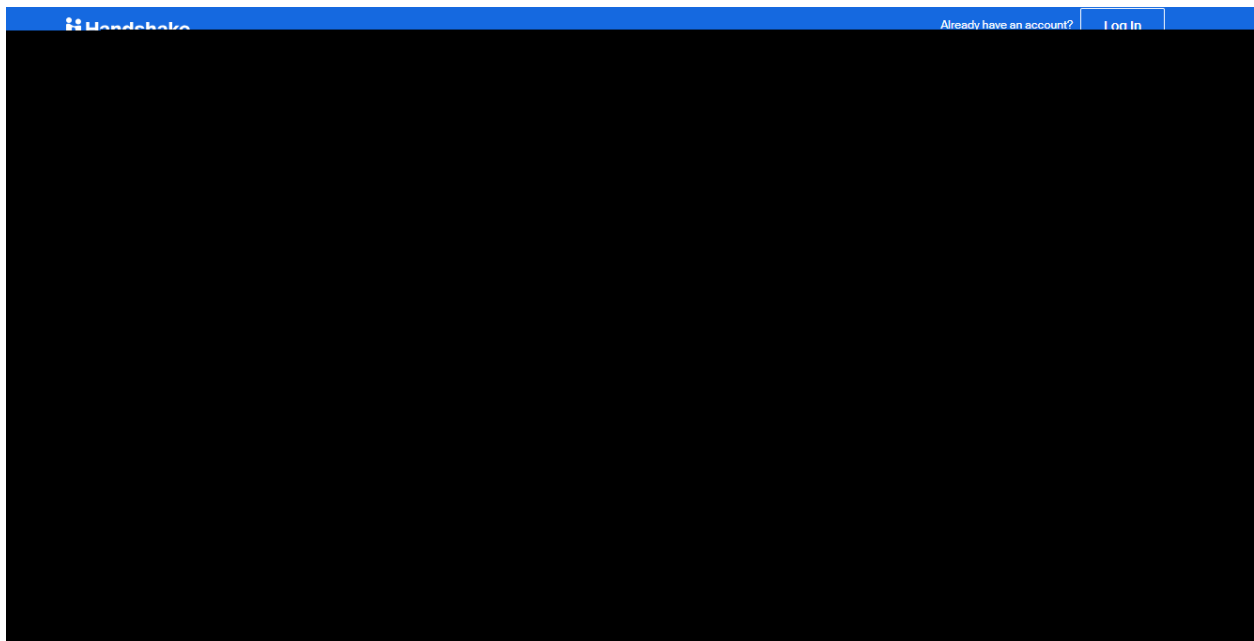


## Signing Up For Handshake

**Step One** Please use this link which will allow you to create a Handshake account as well as link you account to The University of Scranton Federal Work Study page:  
[https://scranton.joinhandshake.com/employer\\_registrations/new?employer\\_invite\\_token=8lQdUfwn7Z1jl43NMpAx1ao4L7zoFp\\_6](https://scranton.joinhandshake.com/employer_registrations/new?employer_invite_token=8lQdUfwn7Z1jl43NMpAx1ao4L7zoFp_6)

**Step Two** Follow the onscreen instructions which will be brought up after clicking the link



- x Please put your department name in the Job Title as a way for me and the students to keep track of EG.: Career Development Work Study Supervisor\*

**STEP THREE:** After inputting all your information Handshake will send you a confirmation email. Please go ahead and confirm your email.

**STEP FOUR:** After confirming your email, you should automatically get added to you The University Scranton Federal Work Study Page. A green box should appear on your screen once you launch Handshake. **IF YOU DO NOT SEE THE GREEN BOX APPEAR OR ARE UNSURE IF YOU HAVE BEEN ADDED TO THE PAGE PLEASE EMAIL ME**  
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