

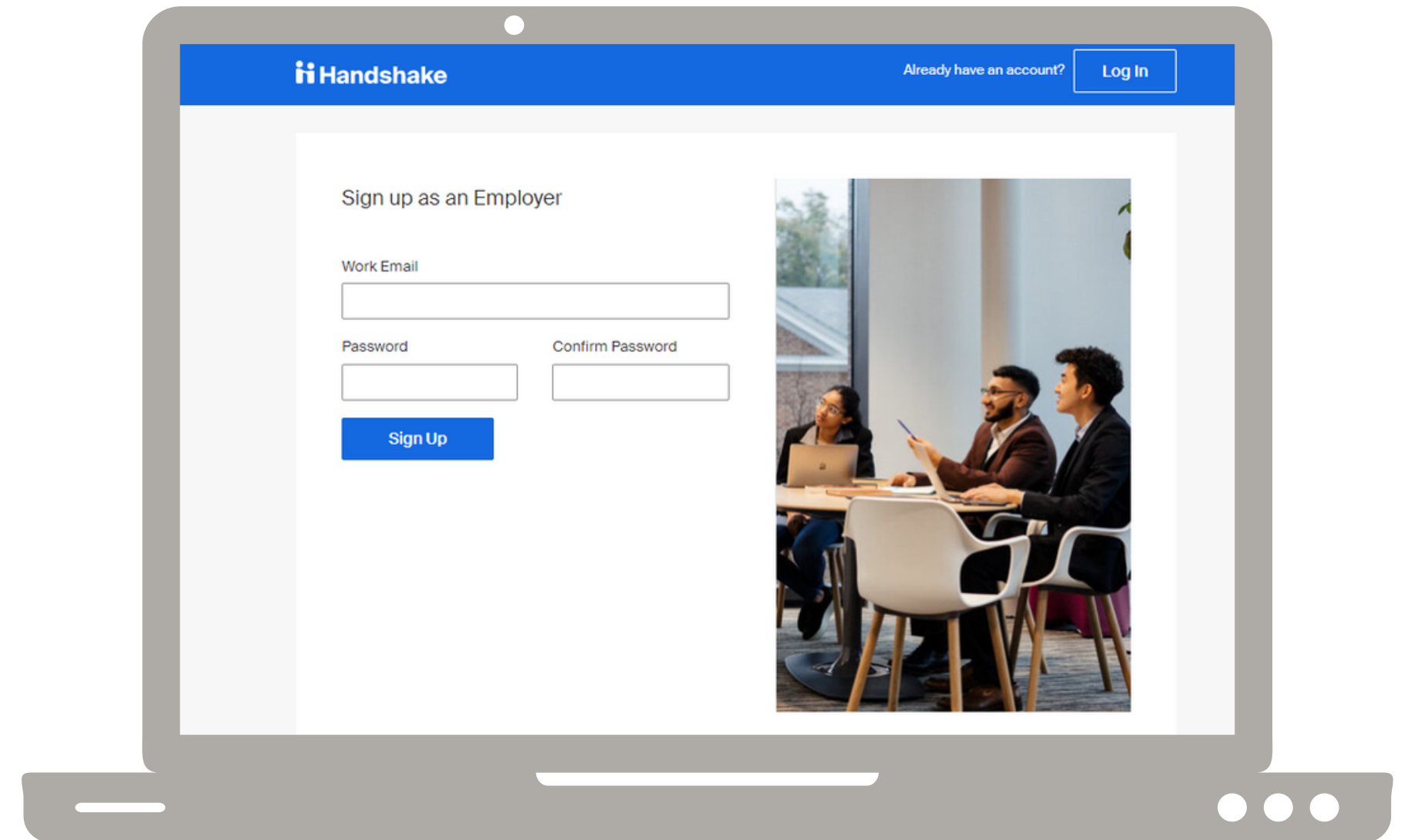
Logging in to Handshake

A quick guide for employers

How do I create an employer account on Handshake?

Using [this link](https://regents.joinhandshake.co.uk/employer_registrations/new), enter your work email and create a password

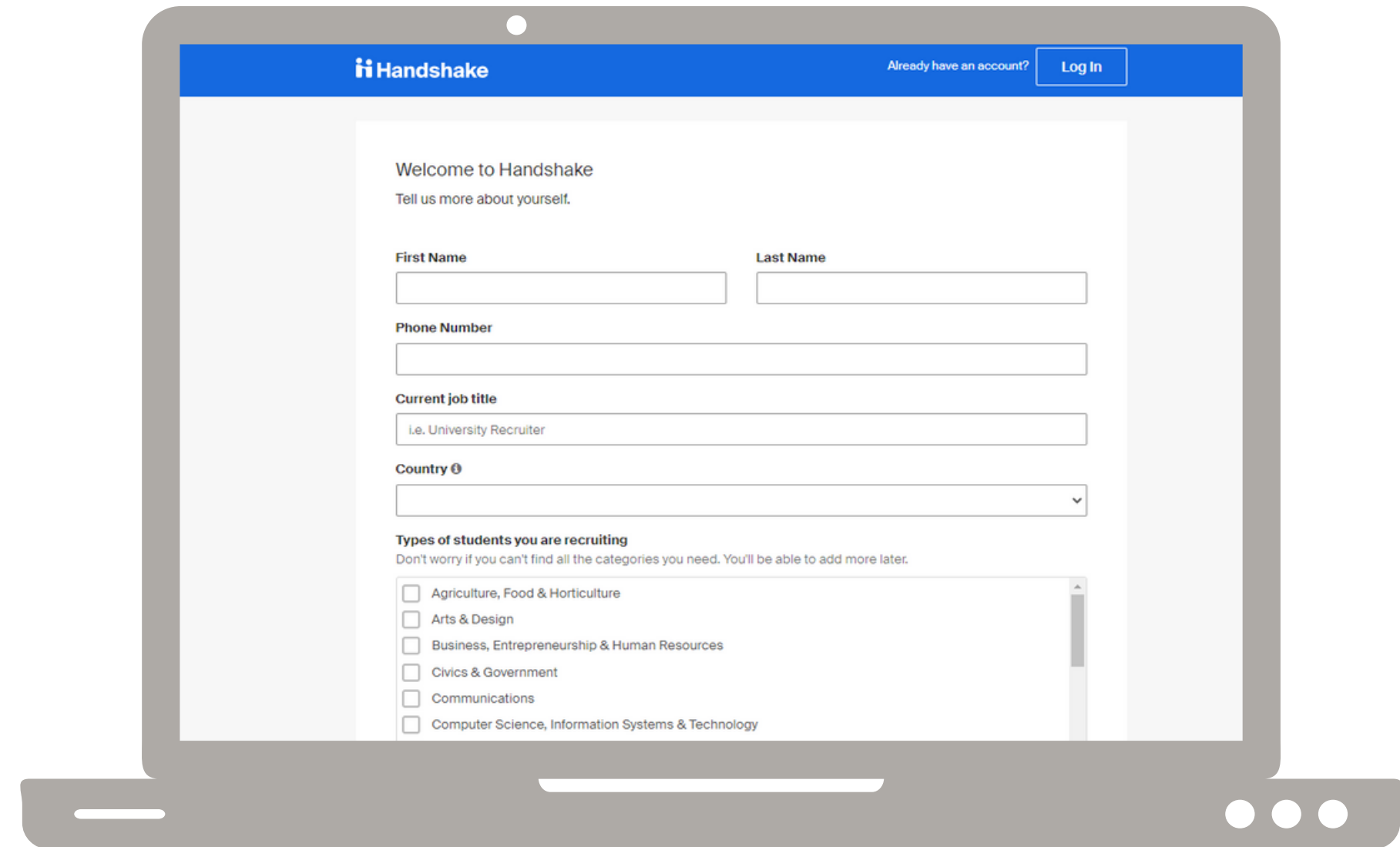
[https://regents.joinhandshake.co.uk/
employer_registrations/new](https://regents.joinhandshake.co.uk/employer_registrations/new)



Step 3:

Fill out your employer profile.

If you're an alum, make sure to choose 'Regent's University London' from the list of institutions.



The image shows a laptop displaying the Handshake website's employer profile creation form. The page has a blue header with the Handshake logo and a 'Log In' button. The main content area is white and contains the following fields:

- Welcome to Handshake**
Tell us more about yourself.
- First Name** and **Last Name** (text input fields)
- Phone Number** (text input field)
- Current job title** (text input field with placeholder text 'i.e. University Recruiter')
- Country** (dropdown menu)
- Types of students you are recruiting**
Don't worry if you can't find all the categories you need. You'll be able to add more later.

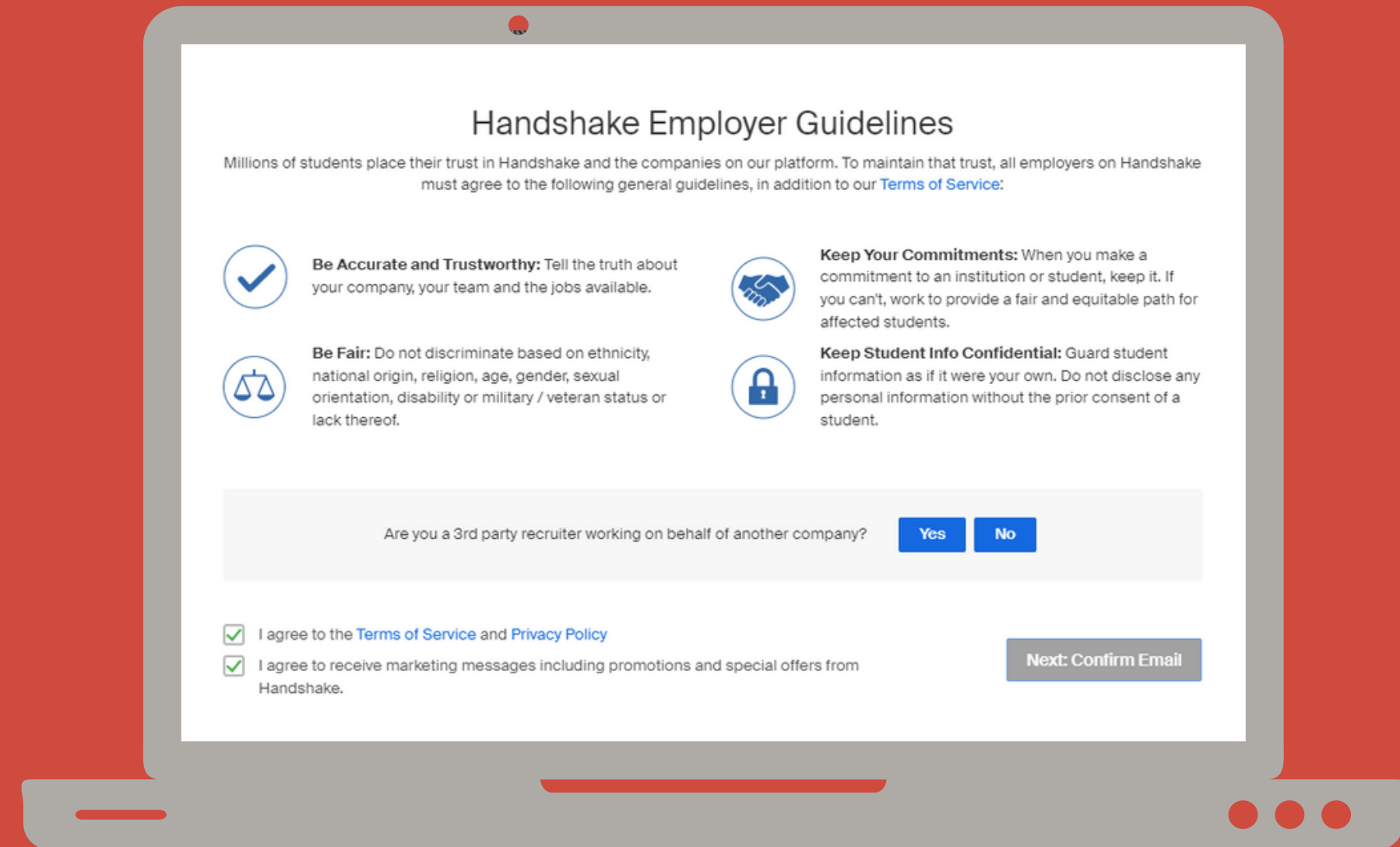
The 'Types of students you are recruiting' section includes a list of categories with checkboxes:

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology

Step 4:

Read and accept the employer guidelines, then confirm your email.

You'll receive an email confirmation, make sure to click 'Confirm email' to finish set up.



The screenshot shows a laptop displaying the 'Handshake Employer Guidelines' page. The page title is 'Handshake Employer Guidelines'. Below the title, it states: 'Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):'

The guidelines are presented in four columns, each with an icon and text:

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available. (Icon: Checkmark)
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof. (Icon: Scales)
- Keep Your Commitments:** When you make a commitment to an institution or student, keep it. If you can't, work to provide a fair and equitable path for affected students. (Icon: Handshake)
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student. (Icon: Lock)

Below the guidelines, there is a question: 'Are you a 3rd party recruiter working on behalf of another company?' with 'Yes' and 'No' buttons.

At the bottom, there are two checked checkboxes:

- I agree to the [Terms of Service](#) and [Privacy Policy](#)
- I agree to receive marketing messages including promotions and special offers from Handshake.

A 'Next: Confirm Email' button is located at the bottom right of the form.