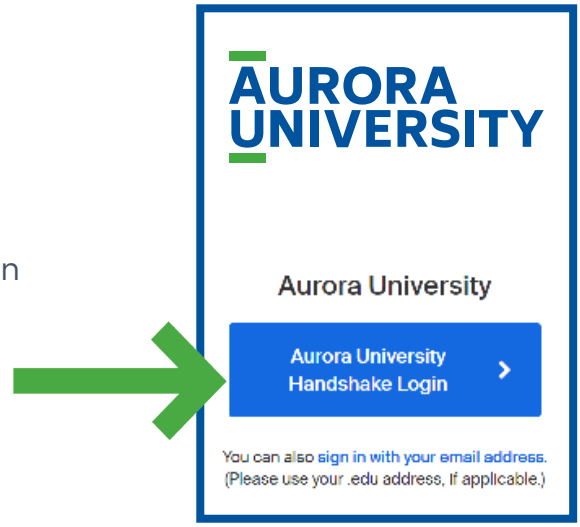
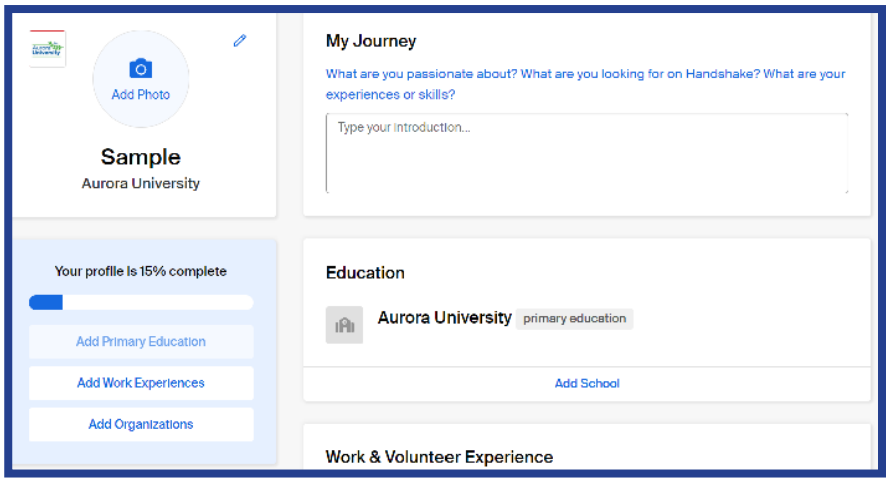
Handshake Tutorial for Students

1. Go to **aurora.joinhandshake.com**. Log in with your Aurora University credentials by clicking on "Aurora University Handshake Login." (You may be automatically logged in through Okta.)

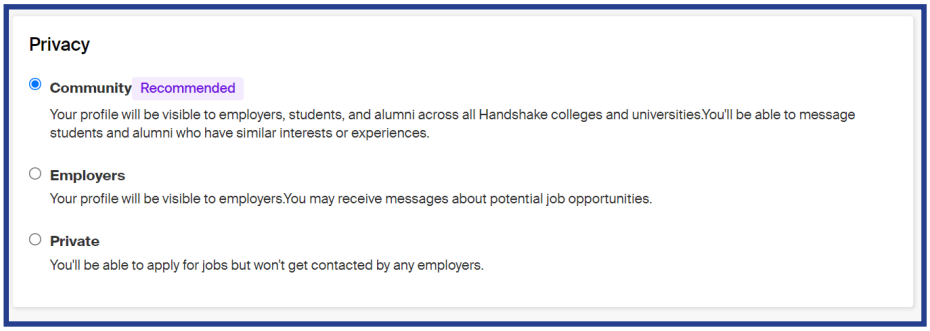


2. **Fill out your profile.** The more information you add to your profile, the easier it will be for an employer to find you and to make good decisions about whether or not you might be a good fit for their job postings.

Aurora University auto-populates some of your information into your profile. If you find an error in any of your profile data, contact career@aurora.edu to correct it.

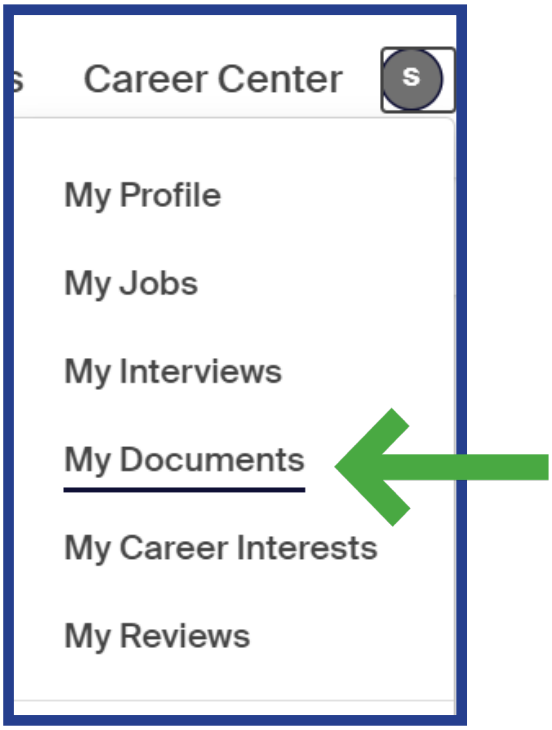


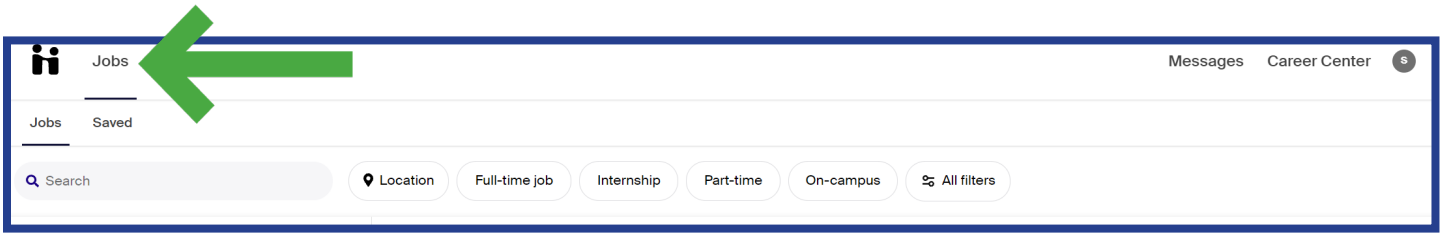
3. **Set your privacy settings.** (Note: You can switch your privacy status at any time.)



4. **Upload a resume:**
- Select **"Documents"** from the dropdown menu under your name.
- Select **"Add New Document."**
- Drag or choose a document from your computer.
- Name your document and choose a document type.
- Click **"Add Document."**

Note: Your resume will be reviewed by Career Success. If your resume needs additional editing, you will be contacted by Career Success.



5. **Search for jobs.**
- You can filter your job search to narrow down findings by locations, job type, and more.

Save your searches in Handshake so finding relevant employers and jobs will be easy. Follow jobs and employers you are interested in.