Introduction: Handshake is a powerful student communication and engagement tool. In order for an Employer to reap the benefits, an Employer account needs to be created and each individual Employee who intends on using Handshake needs an individual account. The steps below will guide you through.

1) Go to [http://careercenter.lehigh.edu](http://careercenter.lehigh.edu) and click on Handshake Login.

2) Click **Sign up for an Account** bottom left.
3) Select Employer account.

4) Fill in your information, make sure to use your Employer Email, and click Sign Up.
5) Select the **Type of Students** you are recruiting, your **Alma Mater**, and click **Next Employer Guidelines**.

6) Read **Guidelines**, identify whether you are a 3rd **Party Recruiter** or not, and click **Next Confirm Email**.
7) Your sign up is complete, check email inbox and **Confirm Email**.

8) **Search** for your Company, click **Request to Join Company**, and then click **Next: Connect to Schools**.
9) If your Company cannot be found in Handshake, click **Create New Company**.
10) Fill out your **Company Profile**, and click **Create New Company** at the bottom of the page.
11) After you have **Joined a Company** or **Created a New Company**, you must **Connect to Schools**. Search for **Lehigh**, check box to confirm your selection, and click **Next Finish**.

12) If you **Created a New Company**, after being **Approved** by **Lehigh**, you can **Login** to Handshake and start posting jobs, request an interview schedule, create events, and attend Lehigh’s Career Expo.
13) If you **Joined a Company**, your account is **Pending Approval**, and has been sent to your Company’s administrator for approval. If you have not received new account confirmation from your Company administrator within 24 hours, please contact Lehigh’s Director of Employer Relations, David Olson at 610-758-5828 or david.olson@lehigh.edu so that we can expedite your approval.

14) After your account is **Approved**, you can Login to Handshake and start posting jobs, request an interview schedule, create events, and attend Lehigh’s Career Expo.