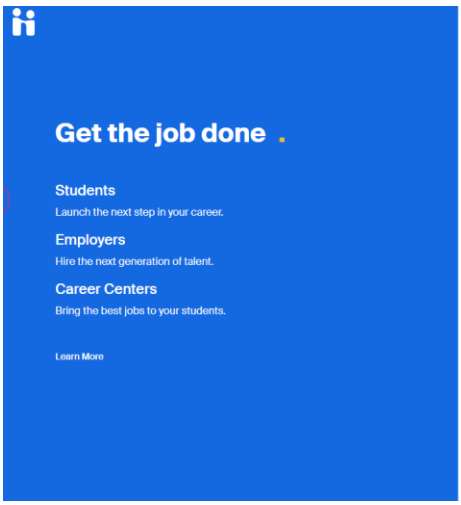
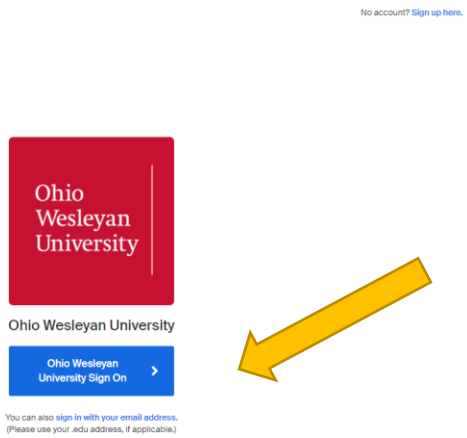
Step 1

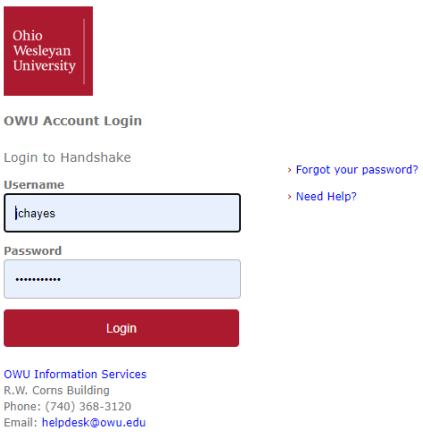
- Go to owu.joinhandshake.com/login
- Click on the blue Ohio Wesleyan Sign On





Step 2

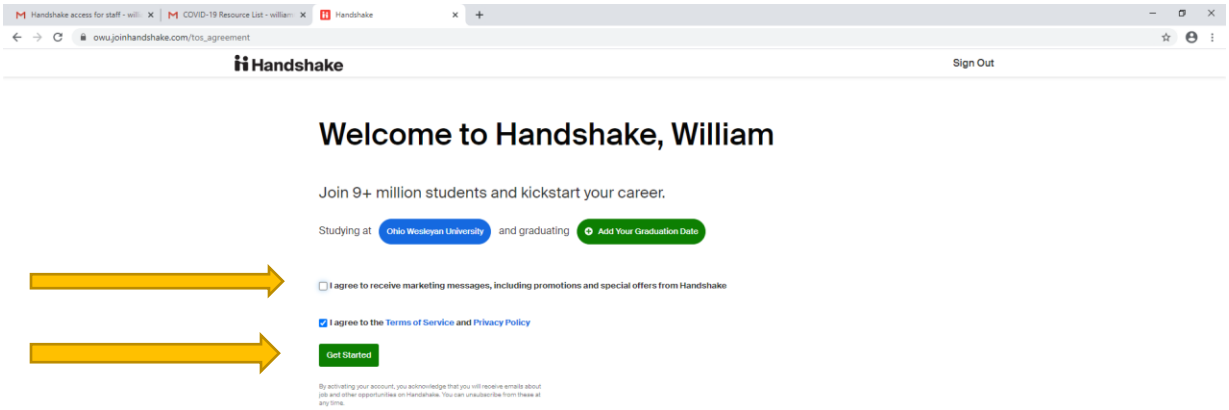
- Enter your OWU username and password and click Login.



Step 3

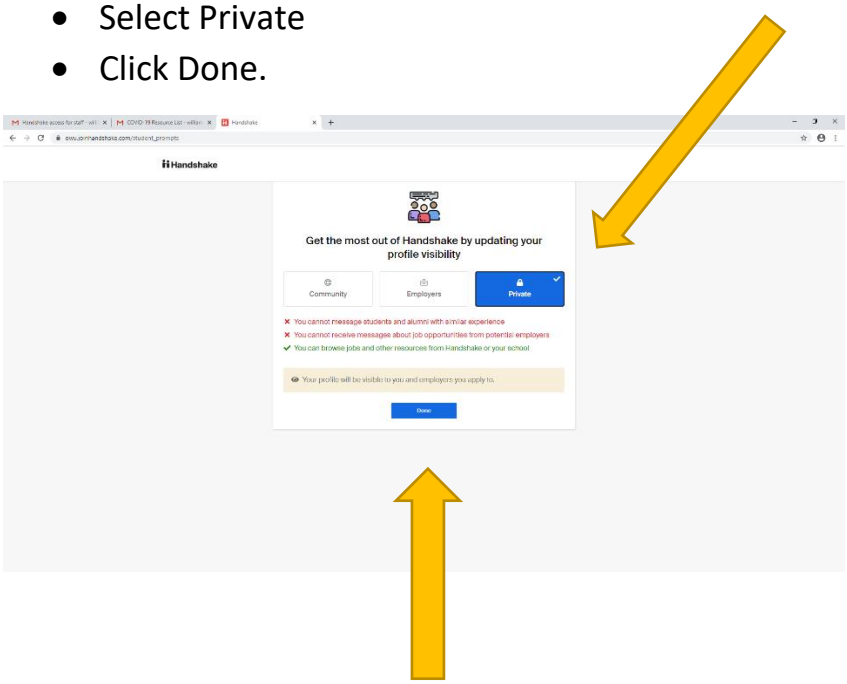
You will need to activate your account which is a one-time process. You can start and come back to it later. It will save your progress.

- Uncheck "I agree to receive marketing messages, including promotions & special offers from Handshake.
- Click on the green "Get Started" button to activate your "fake" student account.



Step 4

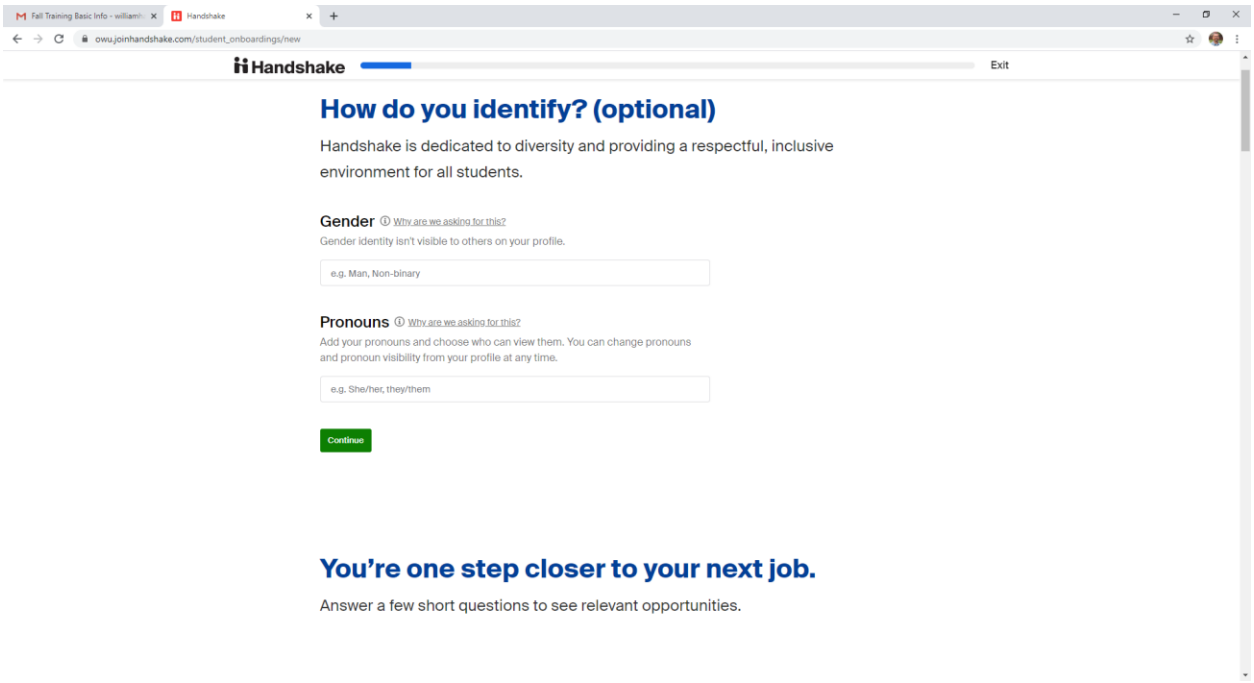
- Select Private
- Click Done.

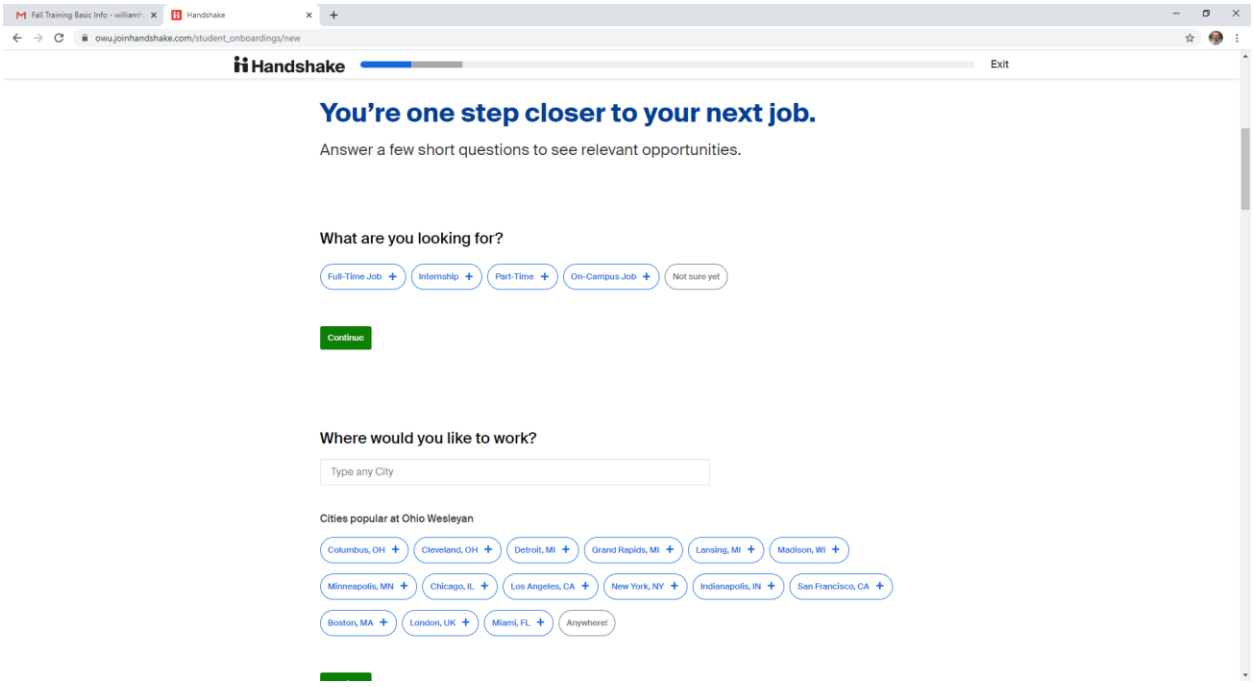


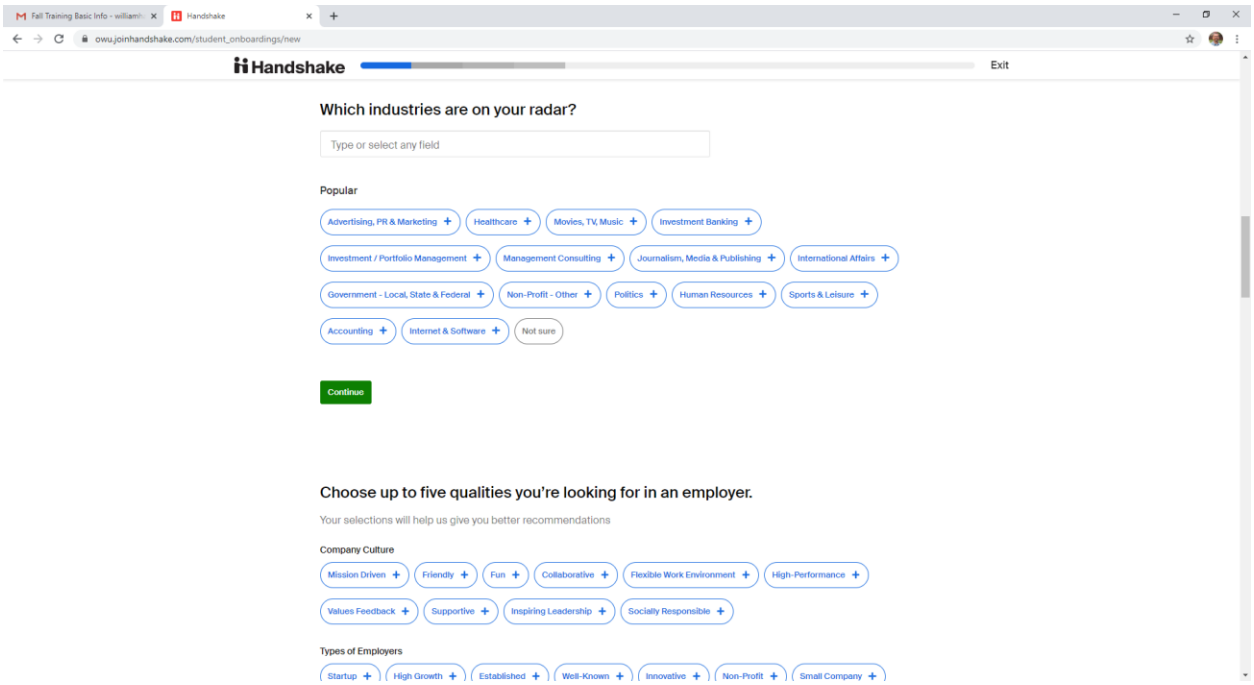
Step 5

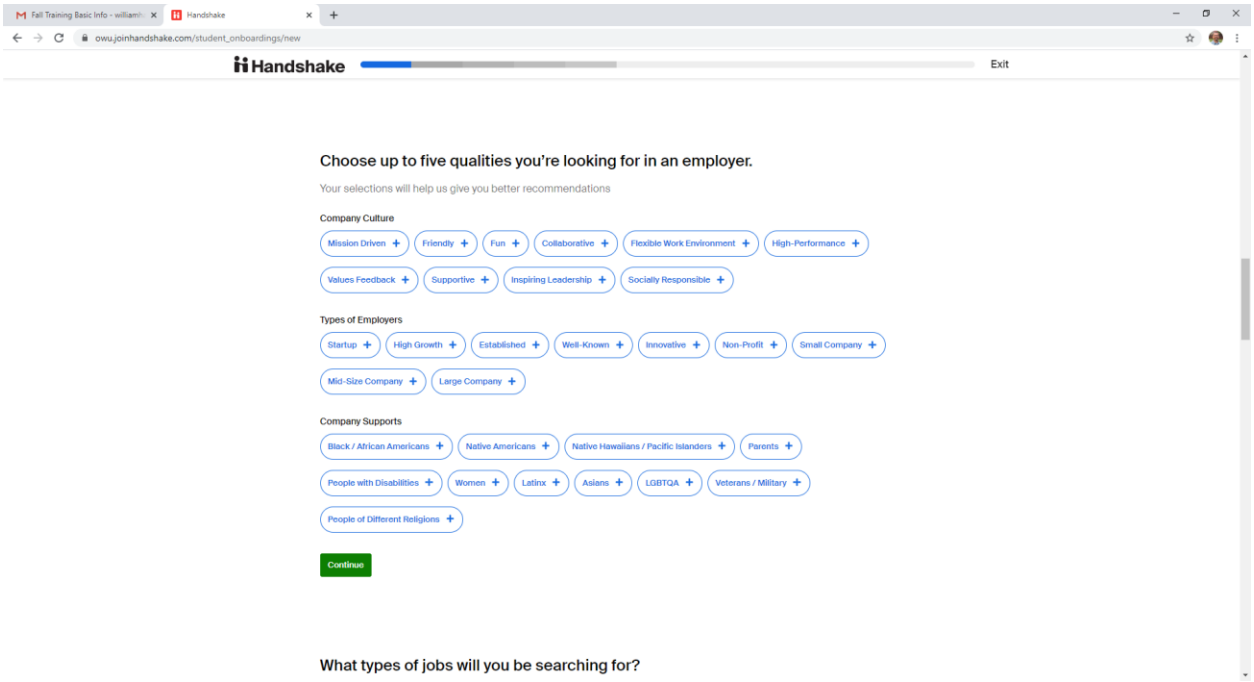
Handshake will ask you a short series of questions to complete the activation (takes 2 to 3 min). You can answer them according to your interests or the interests of your department. You can also skip them by clicking continue. Click “Done” at the end of the questions.

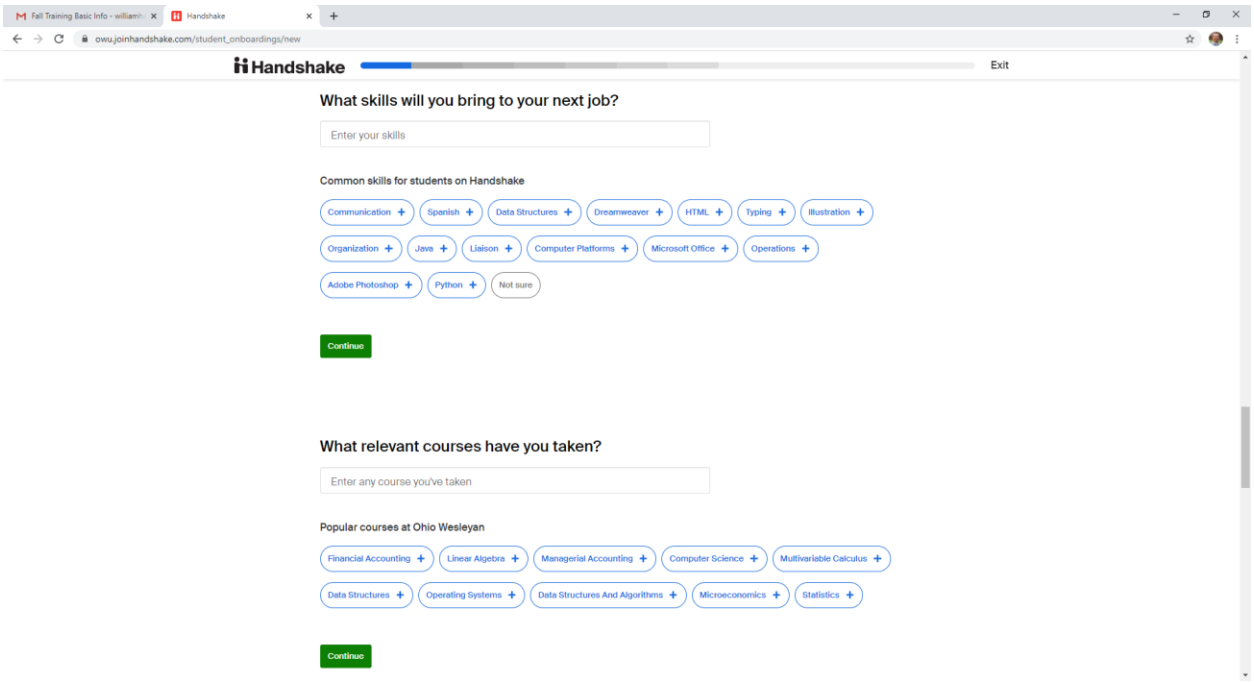
- Below are the screenshots of the questions to answer or skip.

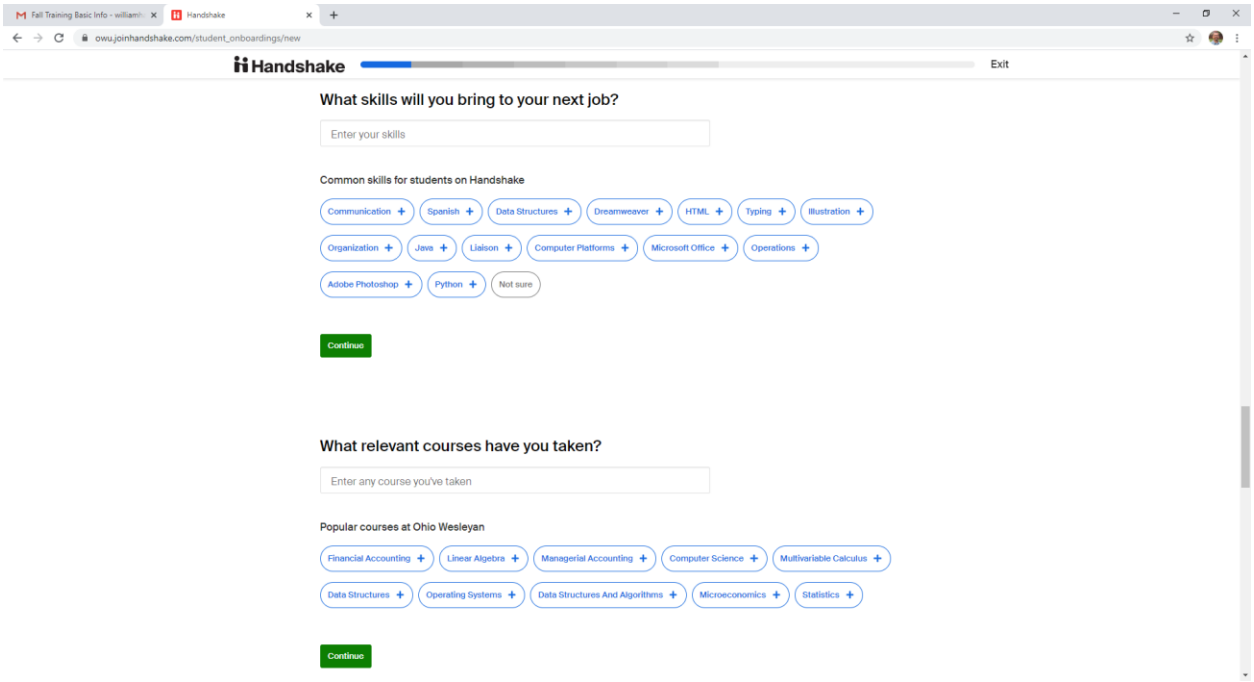

Fall Training Basic Info - williamh
Handshake
owu.joinhandshake.com/student_onboardings/new
Handshake
Exit
How do you identify? (optional)
Handshake is dedicated to diversity and providing a respectful, inclusive environment for all students.
Gender
Why are we asking for this?
Gender identity isn't visible to others on your profile.
e.g. Man, Non-binary
Pronouns
Why are we asking for this?
Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time.
e.g. She/her, they/them
Continue
You're one step closer to your next job.
Answer a few short questions to see relevant opportunities.


Fall Training Basic Info - williamh
Handshake
owu.joinhandshake.com/student_onboardings/new
Handshake
Exit
You're one step closer to your next job.
Answer a few short questions to see relevant opportunities.
What are you looking for?
Full-Time Job
Internship
Part-Time
On-Campus Job
Not sure yet
Continue
Where would you like to work?
Type any City
Cities popular at Ohio Wesleyan
Columbus, OH
Cleveland, OH
Detroit, MI
Grand Rapids, MI
Lansing, MI
Madison, WI
Minneapolis, MN
Chicago, IL
Los Angeles, CA
New York, NY
Indianapolis, IN
San Francisco, CA
Boston, MA
London, UK
Miami, FL
Anywhere!


Fall Training Basic Info - williamh
Handshake
owu.joinhandshake.com/student_onboardings/new
Handshake
Exit
Which industries are on your radar?
Type or select any field
Popular
Advertising, PR & Marketing
Healthcare
Movies, TV, Music
Investment Banking
Investment / Portfolio Management
Management Consulting
Journalism, Media & Publishing
International Affairs
Government - Local, State & Federal
Non-Profit - Other
Politics
Human Resources
Sports & Leisure
Accounting
Internet & Software
Not sure
Continue
Choose up to five qualities you're looking for in an employer.
Your selections will help us give you better recommendations
Company Culture
Mission Driven
Friendly
Fun
Collaborative
Flexible Work Environment
High-Performance
Values Feedback
Supportive
Inspiring Leadership
Socially Responsible
Types of Employers
Startup
High Growth
Established
Well-Known
Innovative
Non-Profit
Small Company


Fall Training Basic Info - williamh
Handshake
owu.joinhandshake.com/student_onboardings/new
Handshake
Exit
Choose up to five qualities you're looking for in an employer.
Your selections will help us give you better recommendations
Company Culture
Mission Driven
Friendly
Fun
Collaborative
Flexible Work Environment
High-Performance
Values Feedback
Supportive
Inspiring Leadership
Socially Responsible
Types of Employers
Startup
High Growth
Established
Well-Known
Innovative
Non-Profit
Small Company
Mid-Size Company
Large Company
Company Supports
Black / African Americans
Native Americans
Native Hawaiians / Pacific Islanders
Parents
People with Disabilities
Women
Latinx
Asians
LGBTQA
Veterans / Military
People of Different Religions
Continue
What types of jobs will you be searching for?


Fall Training Basic Info - williamh
Handshake
owu.joinhandshake.com/student_onboardings/new
Handshake
Exit
What skills will you bring to your next job?
Enter your skills
Common skills for students on Handshake
Communication
Spanish
Data Structures
Dreamweaver
HTML
Typing
Illustration
Organization
Java
Liaison
Computer Platforms
Microsoft Office
Operations
Adobe Photoshop
Python
Not sure
Continue
What relevant courses have you taken?
Enter any course you've taken
Popular courses at Ohio Wesleyan
Financial Accounting
Linear Algebra
Managerial Accounting
Computer Science
Multivariable Calculus
Data Structures
Operating Systems
Data Structures And Algorithms
Microeconomics
Statistics
Continue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owu.joinhandshake.com/student_onboardings/new
Handshake
Exit
What skills will you bring to your next job?
Enter your skills
Common skills for students on Handshake
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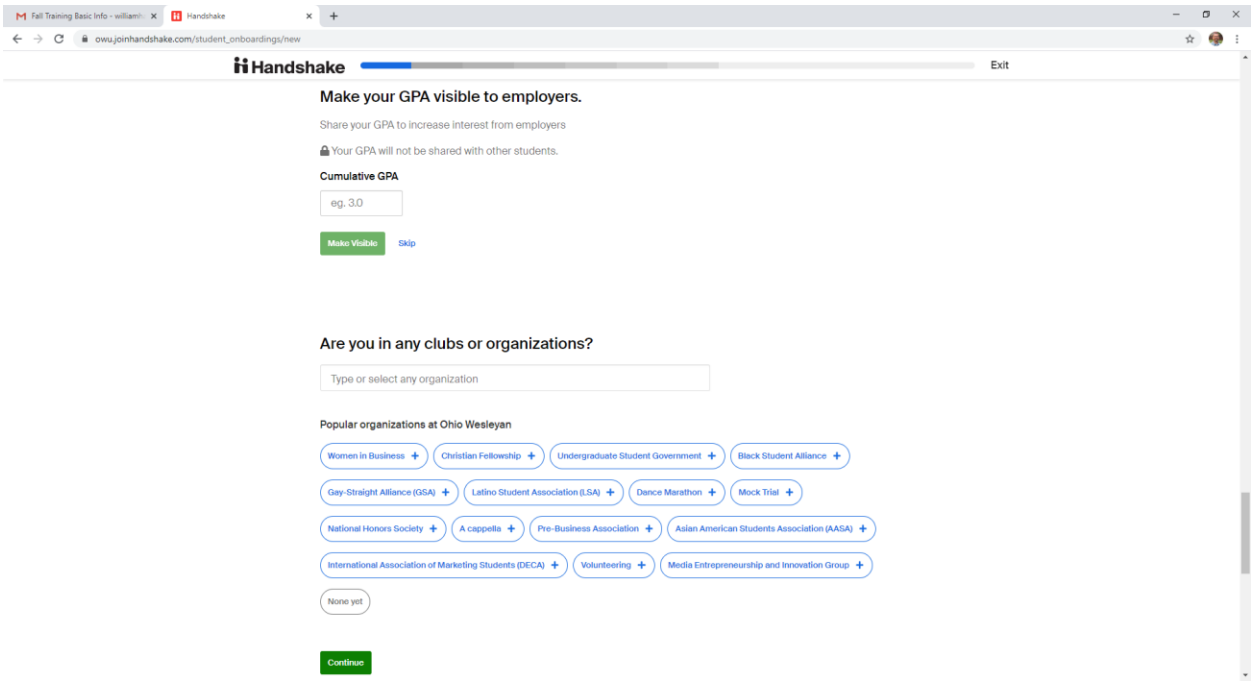
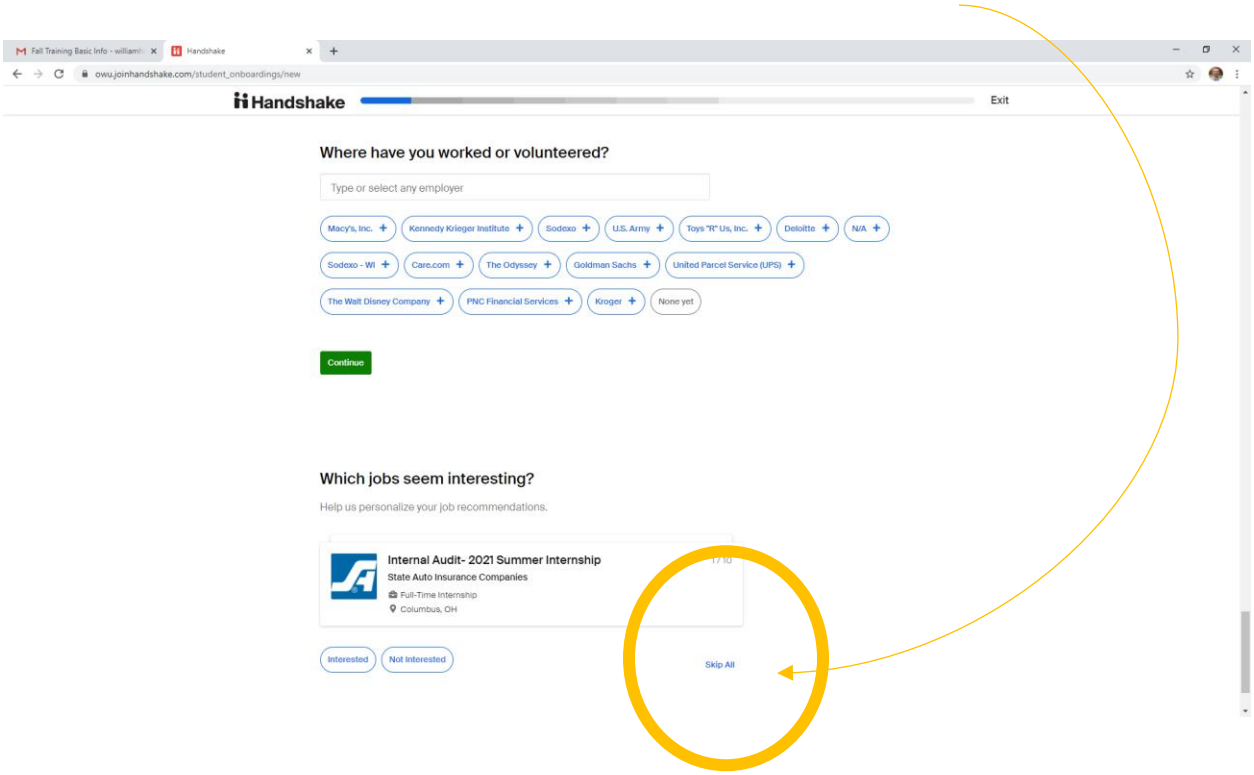
Spanish
Data Structures
Dreamweaver
HTML
Typing
Illustration
Organization
Java
Liaison
Computer Platforms
Microsoft Office
Operations
Adobe Photoshop
Python
Not sure
Continue
What relevant courses have you taken?
Enter any course you've taken
Popular courses at Ohio Wesleyan
Financial Accounting
Linear Algebra
Managerial Accounting
Computer Science
Multivariable Calculus
Data Structures
Operating Systems
Data Structures And Algorithms
Microeconomics
Statistics
Continue


Fall Training Basic Info - williamh
Handshake
owu.joinhandshake.com/student_onboardings/new
Handshake
Exit
Make your GPA visible to employers.
Share your GPA to increase interest from employers
Your GPA will not be shared with other students.
Cumulative GPA
eg. 3.0
Make Visible
Skip
Are you in any clubs or organizations?
Type or select any organization
Popular organizations at Ohio Wesleyan
Women in Business
Christian Fellowship
Undergraduate Student Government
Black Student Alliance
Gay-Straight Alliance (GSA)
Latino Student Association (LSA)
Dance Marathon
Mock Trial
National Honors Society
A cappella
Pre-Business Association
Asian American Students Association (AASA)
International Association of Marketing Students (DECA)
Volunteering
Media Entrepreneurship and Innovation Group
None yet
Continue

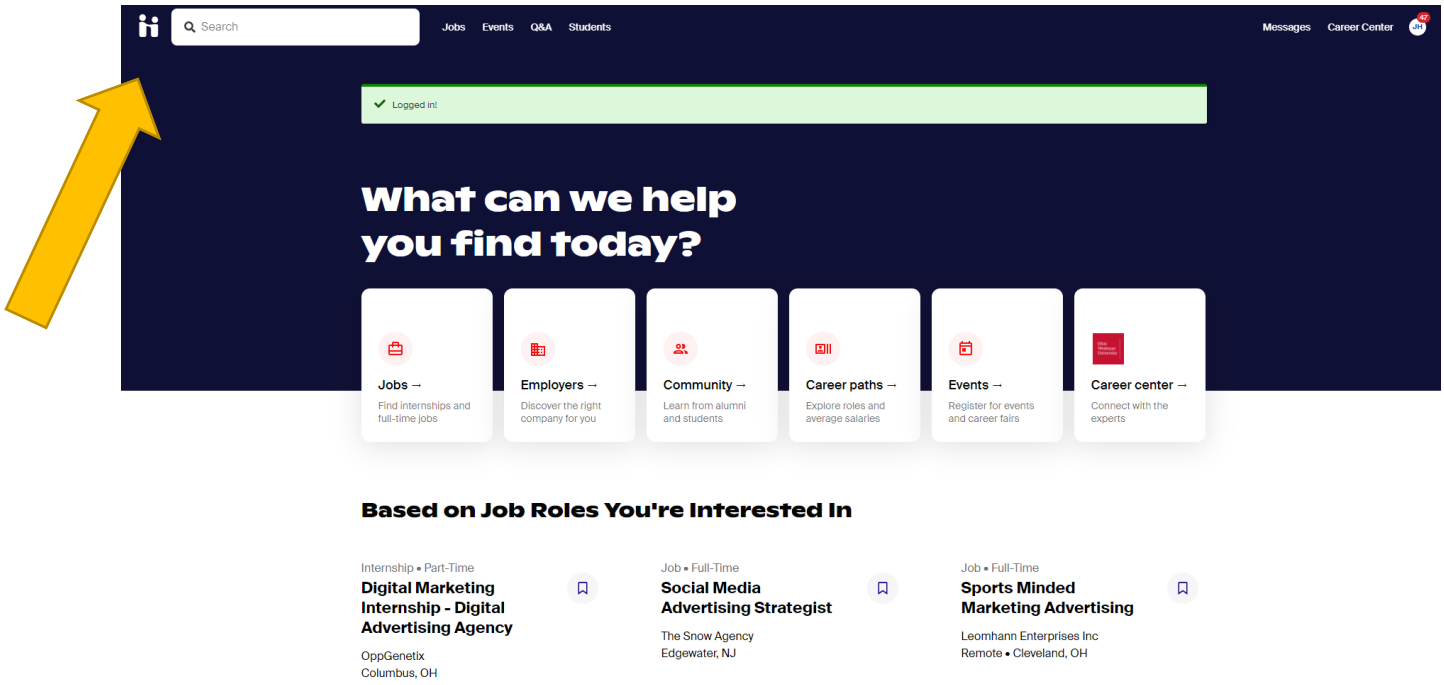
- This is the last slide of the short series of questions.
- Click Skip All to the jobs that seem interesting. This is the final step of activation.



Step 6

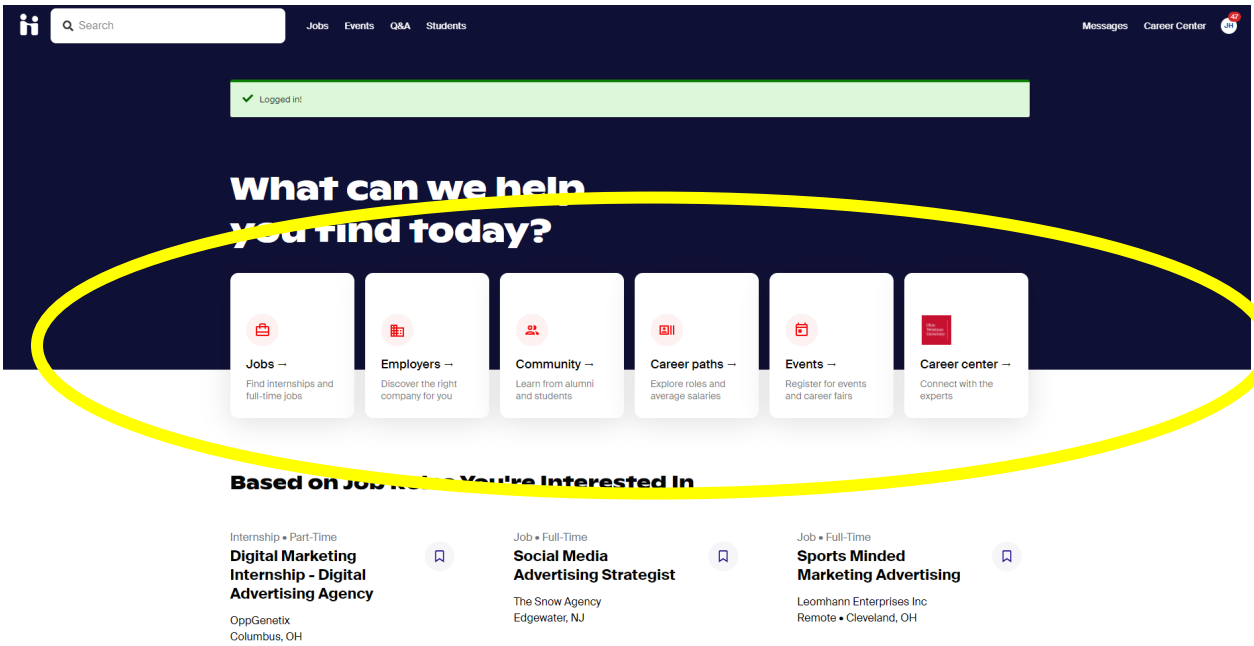
Your account is now activated and this is your dashboard home screen. This will be the first screen you see each time you log in.

- Clicking on the handshake logo will always bring you back to this dashboard.



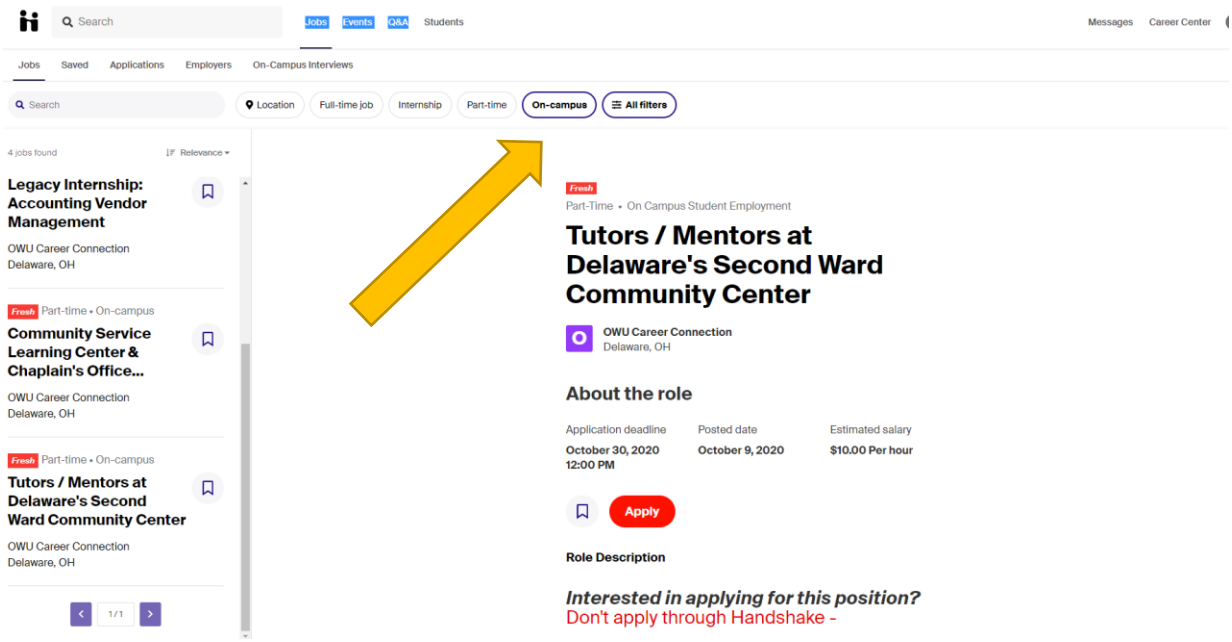
Step 7

Handshake is very user friendly for students. Click on the appropriate tab to learn more.



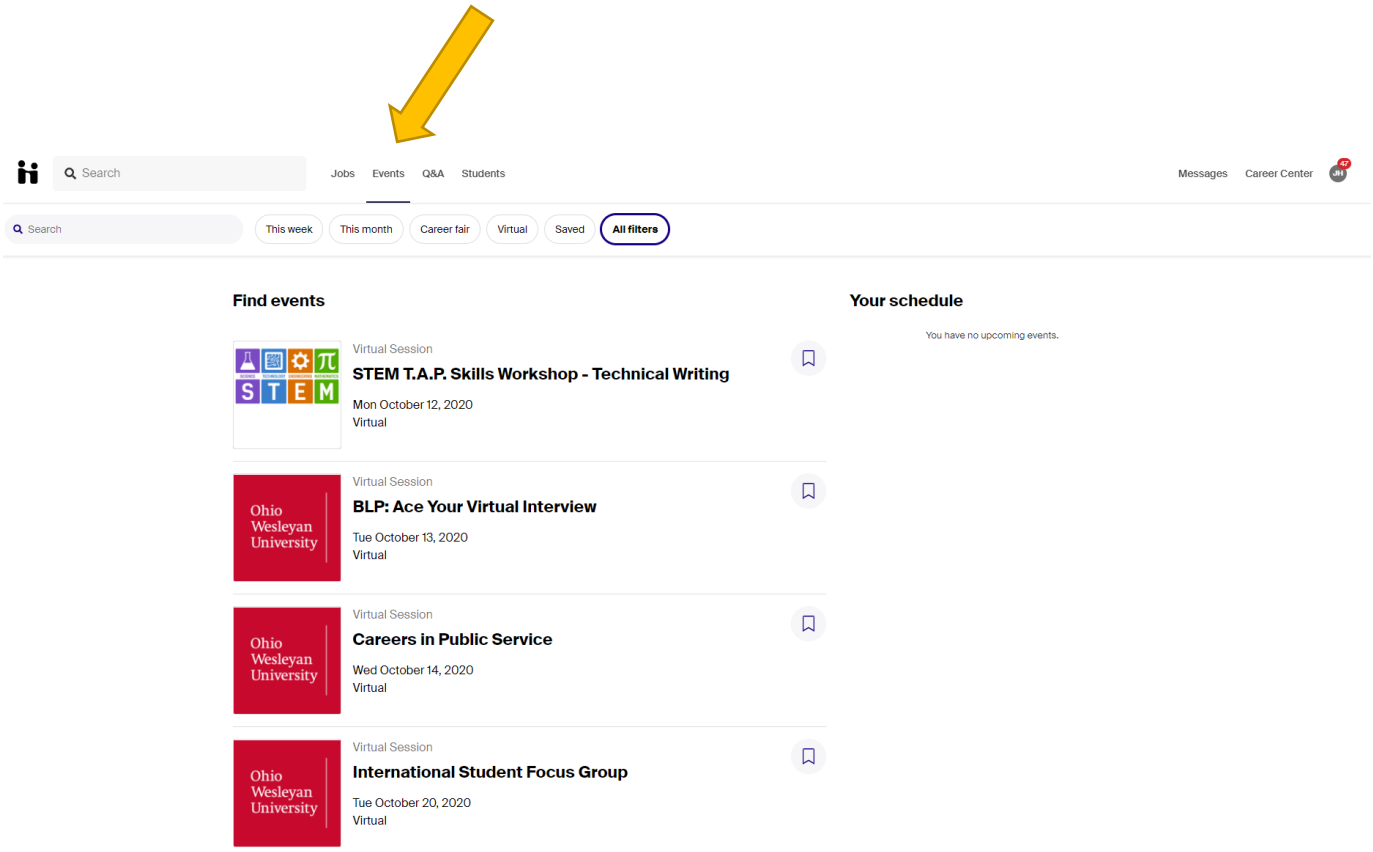
The main tabs students use are:

- **Jobs**
  - To see on-campus jobs, select the on-campus tab.



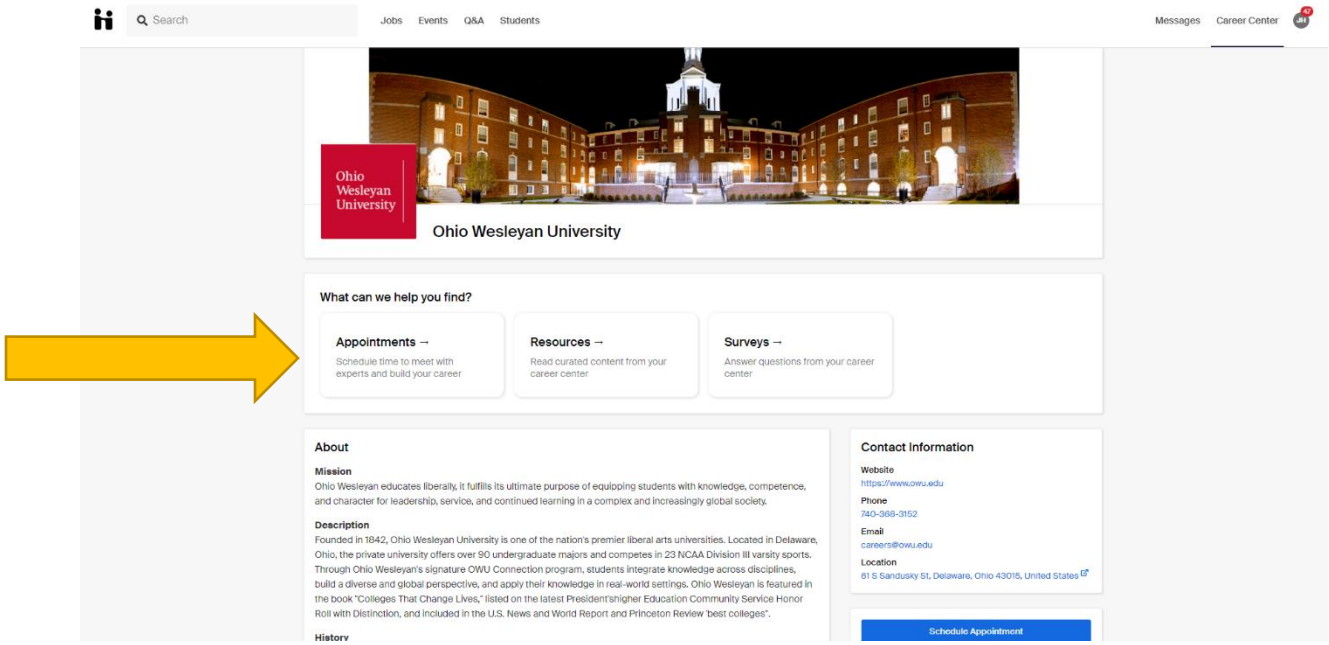
Events sponsored by Career Connection

- Click on Events on the main dashboard. You can also find it at the top bar.



Career Center

- Click on Career Center on the main dashboard and then students can schedule to make an appointment with the Career Connection Staff.



Additional Notes:

- The Black Handshake figure in the upper left-hand corner will always bring you back to the home page.
- You can update your notifcation preferences by
    - clicking on your initials in the upper right-hand corner
    - select settings & privacy
    - notification preferences

For futher questions, email careers@owu.edu or call Jill Hayes, Career Connection Coordinator at 740-368-3152.