

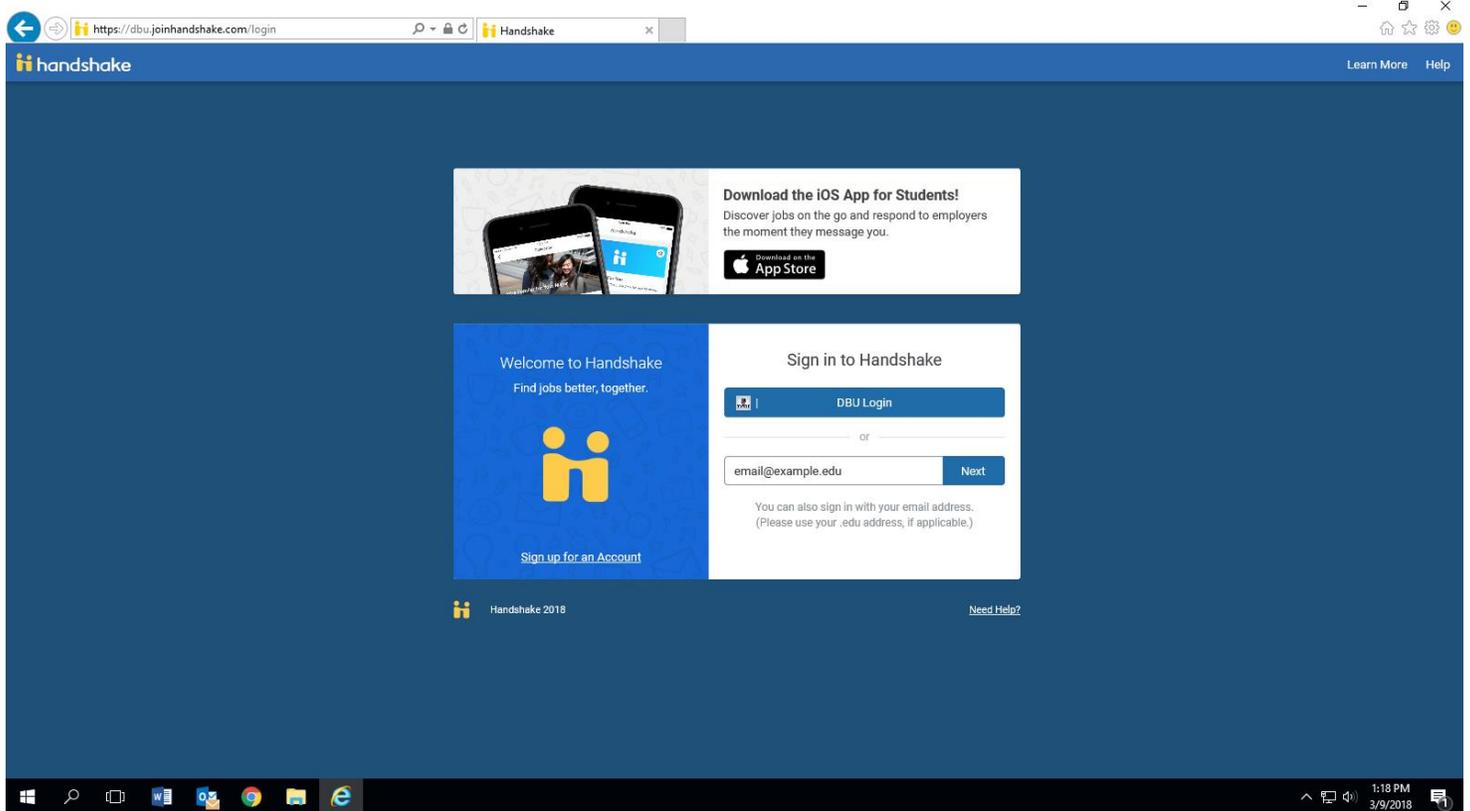
# Dallas Baptist University Handshake for Students

This guide will show you how to Sign up for Handshake, Build Your Profile, Search for Events and Make an Appointment.

## STEP ONE: Student Sign In

To register for a Handshake account:

1. To get started on Handshake go to **dbu.joinhandshake.com** - *you will be connected to the DBU Handshake account.*
  - Click **DBU Login** and use your webadvisor/blackboard user name and password credentials to log in



The screenshot shows a web browser window with the URL <https://dbu.joinhandshake.com/login>. The page features a blue header with the Handshake logo and navigation links for "Learn More" and "Help". Below the header, there is a promotional banner for the iOS app, which includes an image of two smartphones and the text "Download the iOS App for Students! Discover jobs on the go and respond to employers the moment they message you." with a "Download on the App Store" button. The main content area is split into two columns. The left column has a blue background with the text "Welcome to Handshake Find jobs better, together." and a yellow Handshake logo. Below the logo is a link that says "Sign up for an Account". The right column has a white background with the heading "Sign in to Handshake". It contains a "DBU Login" button, an "or" separator, and an email input field with the placeholder "email@example.edu" and a "Next" button. Below the input field, there is a note: "You can also sign in with your email address. (Please use your .edu address, if applicable.)". At the bottom of the page, there is a footer with the Handshake logo, the text "Handshake 2018", and a "Need Help?" link. The browser's taskbar at the bottom shows various application icons and the system clock indicating 1:18 PM on 3/9/2018.

## STEP TWO: Build Your Profile

Now that you have a Handshake account, it is time to create your Handshake Profile! In order to apply for jobs, you must build your profile. To do so, simply follow the directions below:

1. Profile:
  - Click **Your Name** on the Left Hand Navigation Bar.
  - Click the **“Documents”** or **“Profile”** in the drop down menu

## STEP THREE: Appointment Sign Up

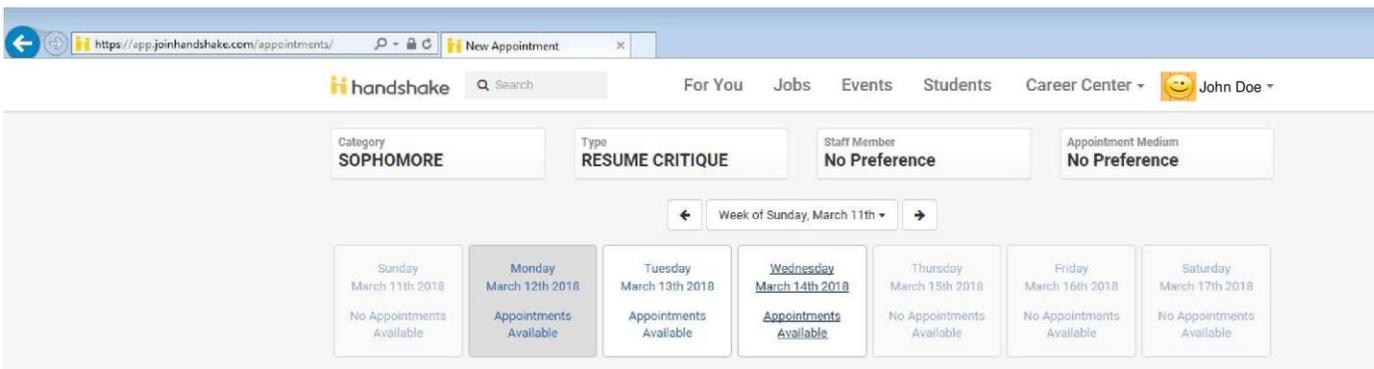
DBU requires appointment scheduling for career counselor to be done in Handshake. You can follow these steps to request an appointment:

1. Click on the **Career Center tab** at the top of the page
2. Click **Appointments** in the drop down navigation bar

The screenshot displays the Handshake website interface. At the top, the browser address bar shows the URL <https://app.joinhandshake.com/>. The navigation bar includes the Handshake logo, a search bar, and tabs for "For You", "Jobs", "Events", "Students", and "Career Center". The user's name, "John Doe", is displayed in the top right corner. A dropdown menu is open, showing options: "My School", "Appointments", "Resources", "Mentoring", "Surveys", "Babysitter", and "Hampton Road Baptist Church". The main content area features several sections: a user profile for "John Doe" with a "Profile Strength" indicator and an "Add courses" button; a "Discover Students at Dallas Baptist" section with a student profile for "Molly" (Communication Theory, Plan Sponsor Liaison, Bible Study Fellowship, International) and a note that 226 students have viewable profiles; a "Trending Internships at Dallas Baptist" section listing companies like Sabre, Splash Media, and BizCom Associates; an "Internships Near Dallas Baptist" section; a "Part-Time Jobs for Busy Students" section with 500+ favorites and 41K+ views; and a "Popular Internships in Non-Profit - Other" section. A sidebar on the left shows "No Favorite Collections", "No Favorite Jobs", and "No Favorite Jobs Expiring This Week". At the bottom, a taskbar shows various application icons and the system clock displays 10:13 on 3/9/20.

3. You will see the option to pick a **category** and **type** of appointment - Select the category and type of appointment you are interested in scheduling

4. You will be taken to the next available appointment times once you have selected an appointment category and type



5. **Click** on a time that works for you or **click** on staff member to see the availability of different staff members.

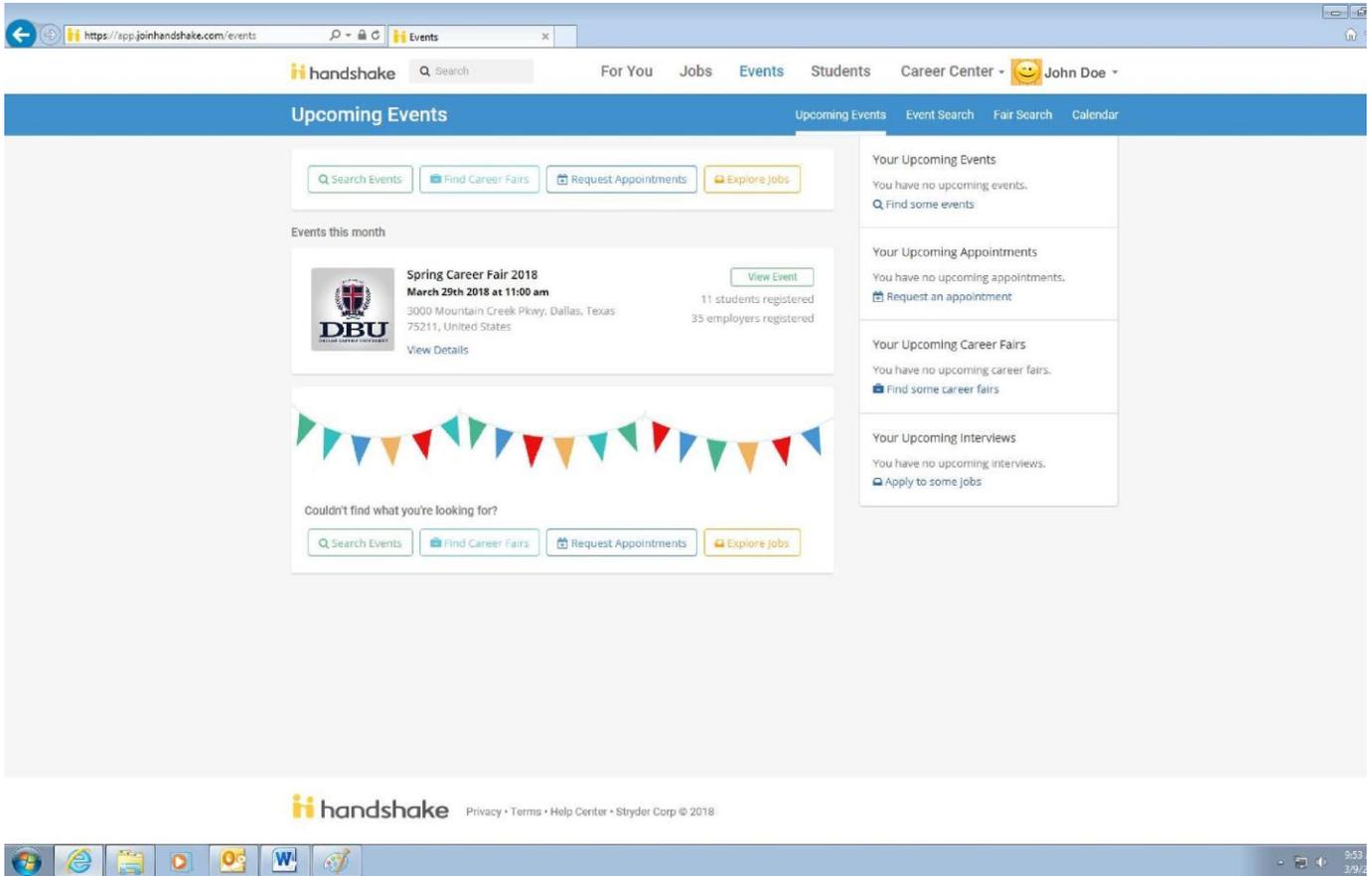
6. Enter details about the appointment in the **What can we help you with?** section and then **click Request** at the bottom of the screen. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.

7. Make sure that you check your notifications for updates to the status of your appointment.

## **STEP FOUR: Events Sign Up**

1. Click on the **Events** tab at the top of the page

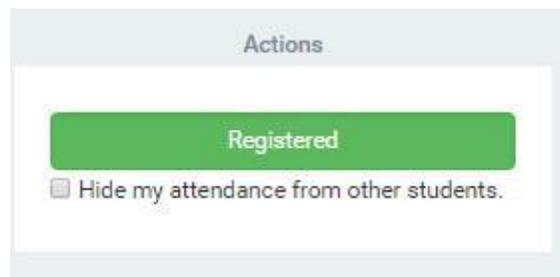
2. You will find a list of current Events being offered at DBU. "View Event" to see more details regarding the event



4. Click the “Join Event” button located on the left side of the dashboard.



5. Once you are registered you will see your status change from “Join Event” to “Registered”



6. You will receive an email confirmation for the event and the event will appear under 'Upcoming Events'