

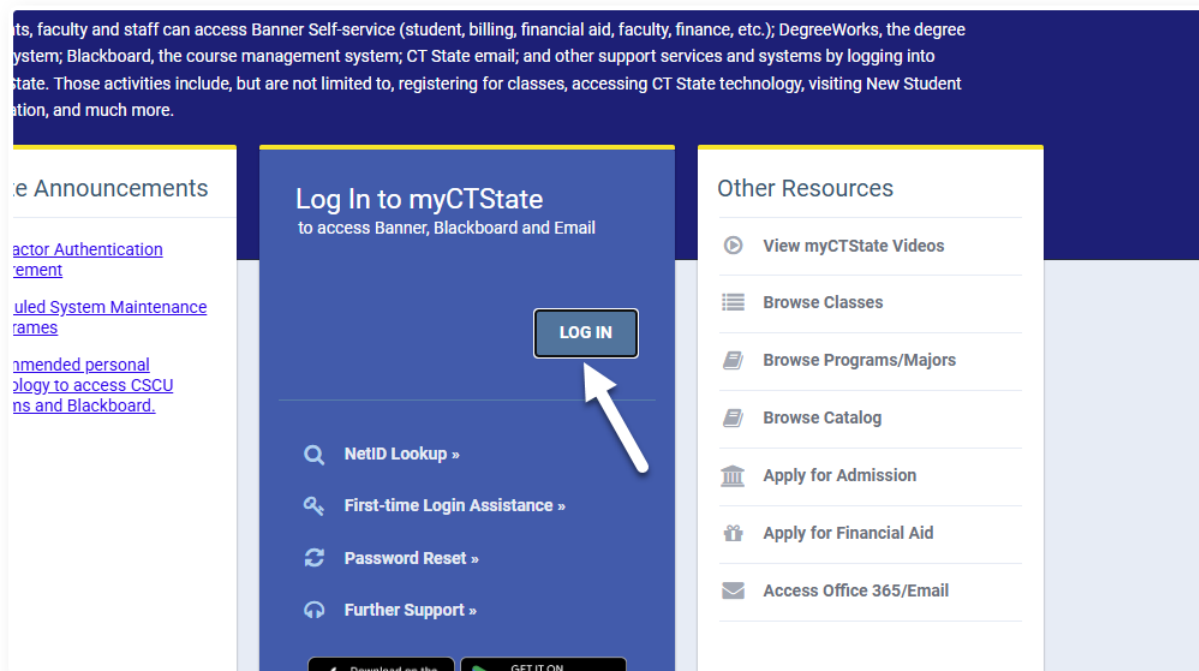
# Step-by-Step Guide: How to Log In, Navigate, and Apply for Jobs in Handshake

*Your gateway to jobs, internships, and on-campus opportunities.*

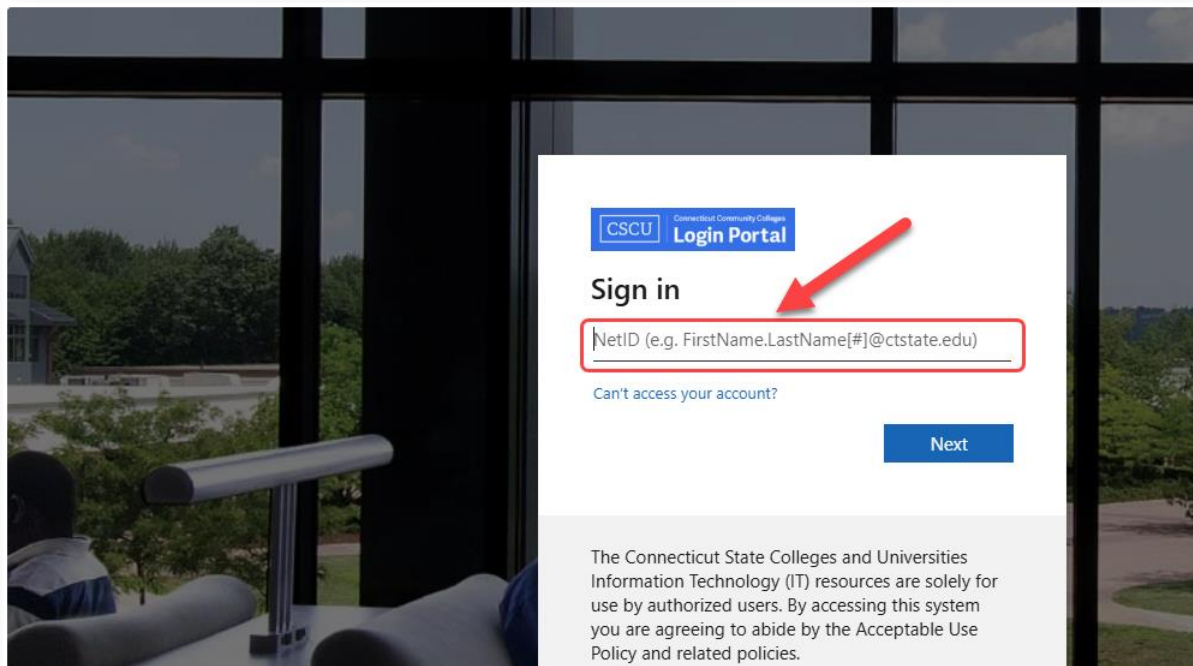
Handshake is CT State's official job board connecting students with employers. Use it to explore jobs, internships, and career events. You can also apply for on-campus positions, including Student Labor and Federal Work-Study. Follow these steps to log in and start exploring Handshake.



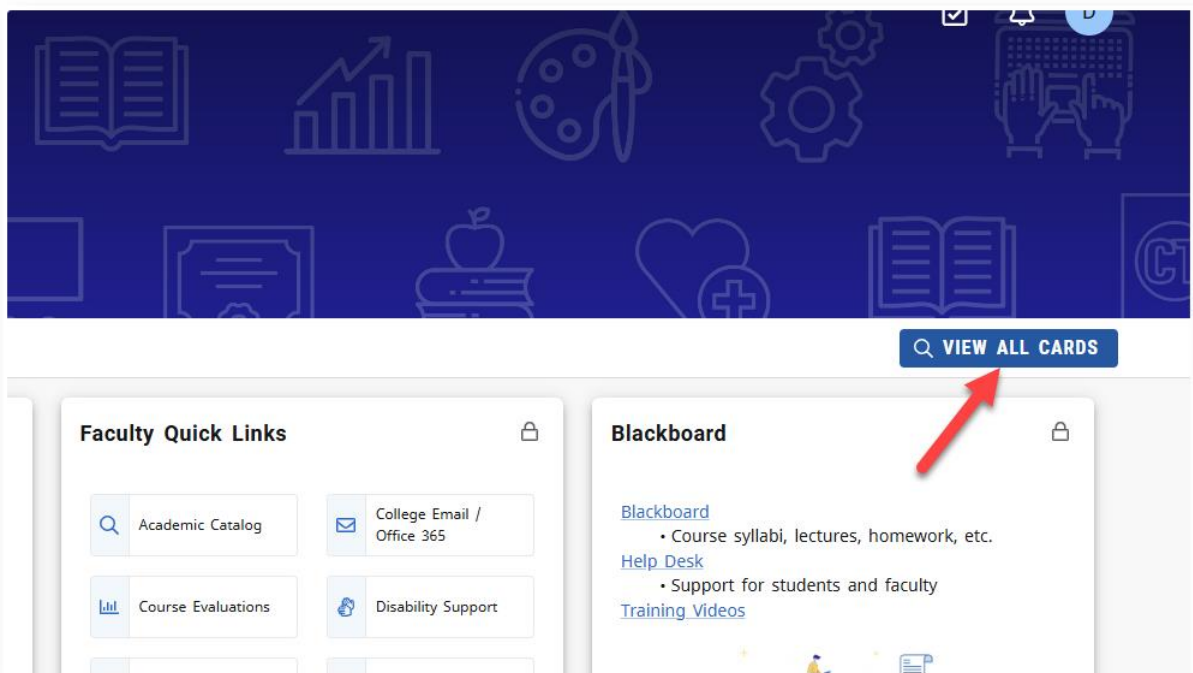
## 1. Go to my.ctstate.edu



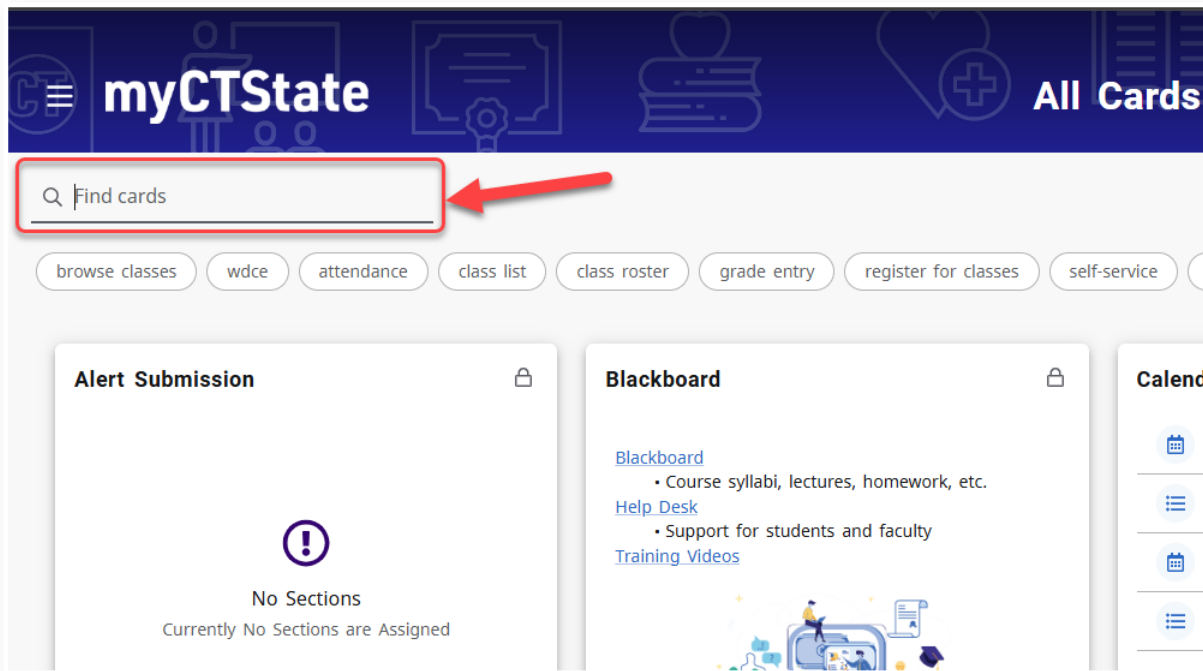
## 2. Log in using your CT State email address and password



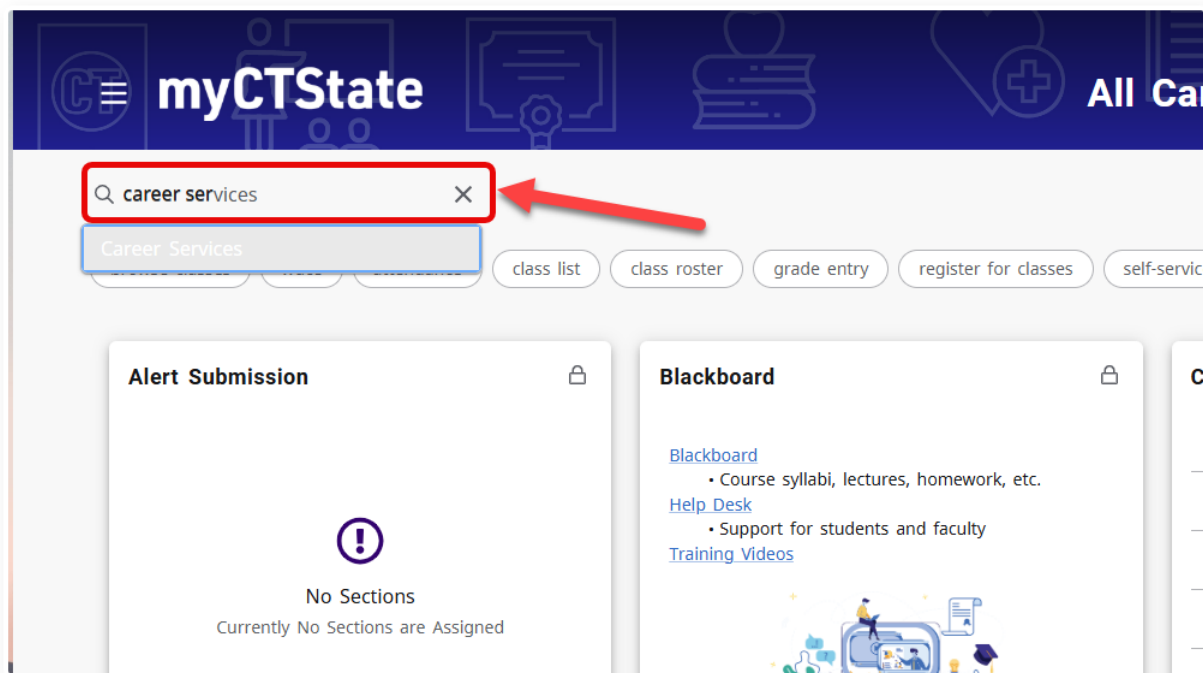
## 3. Click "VIEW ALL CARDS"



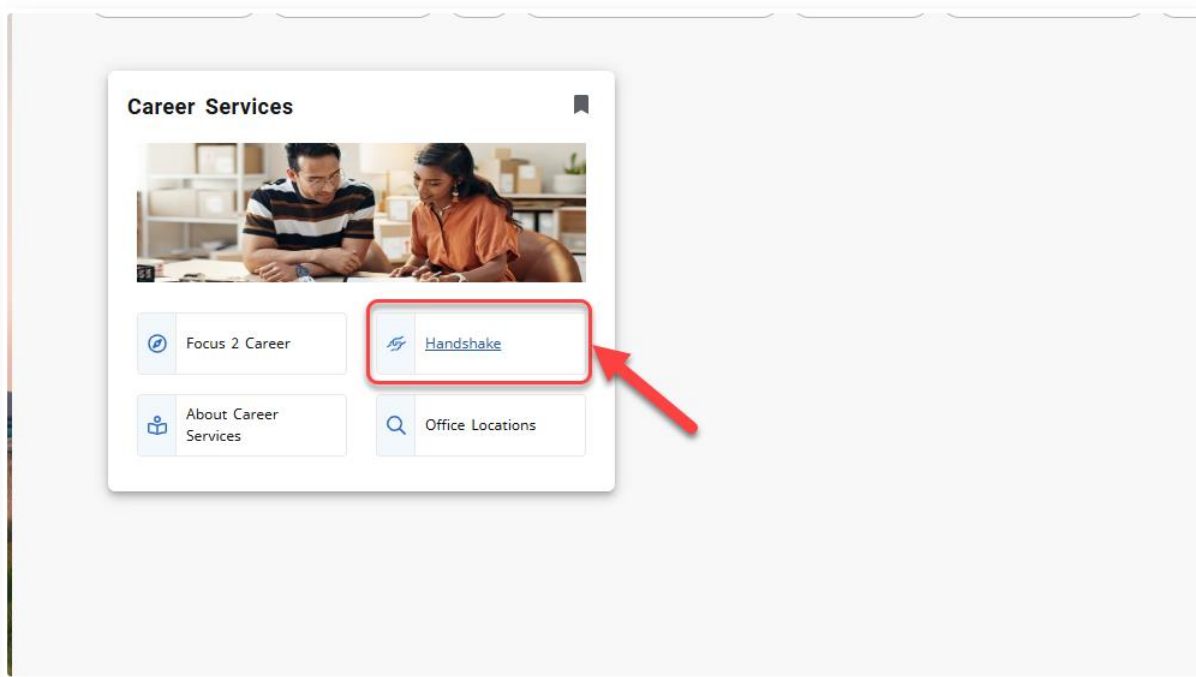
#### 4. Click "Find cards"



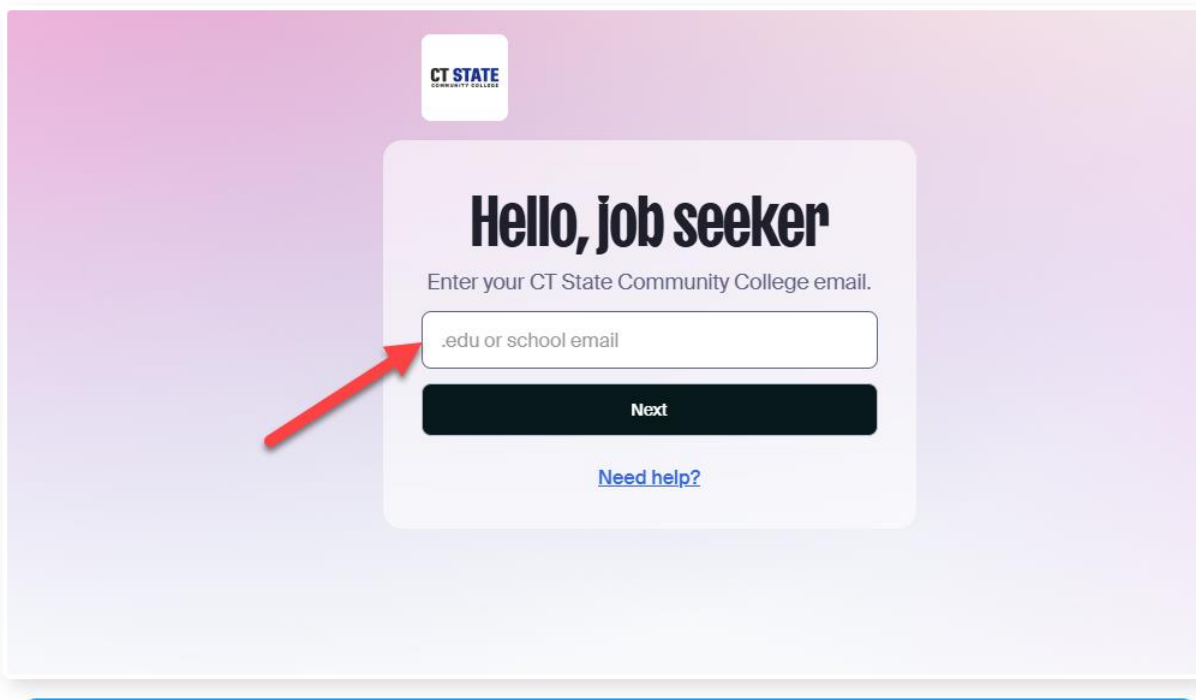
#### 5. In the "Find Cards" section, type "Career Services", then press ENTER.



## 6. Click "Handshake"

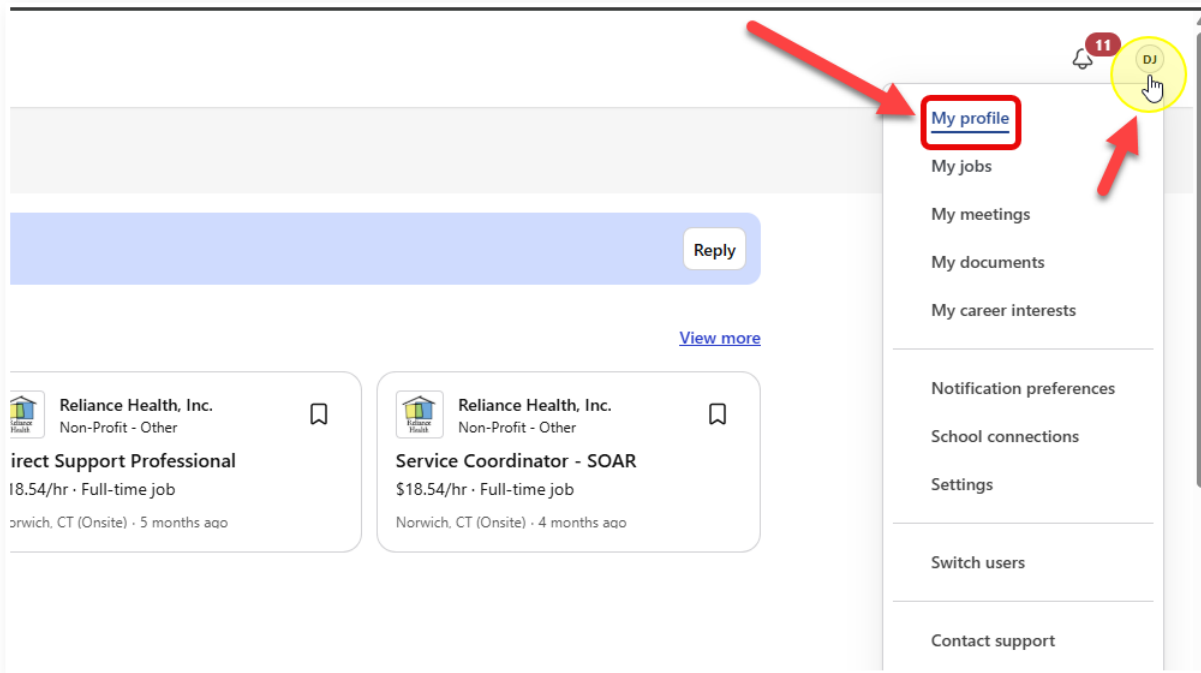


## 7. Log in using your CT State email address and password

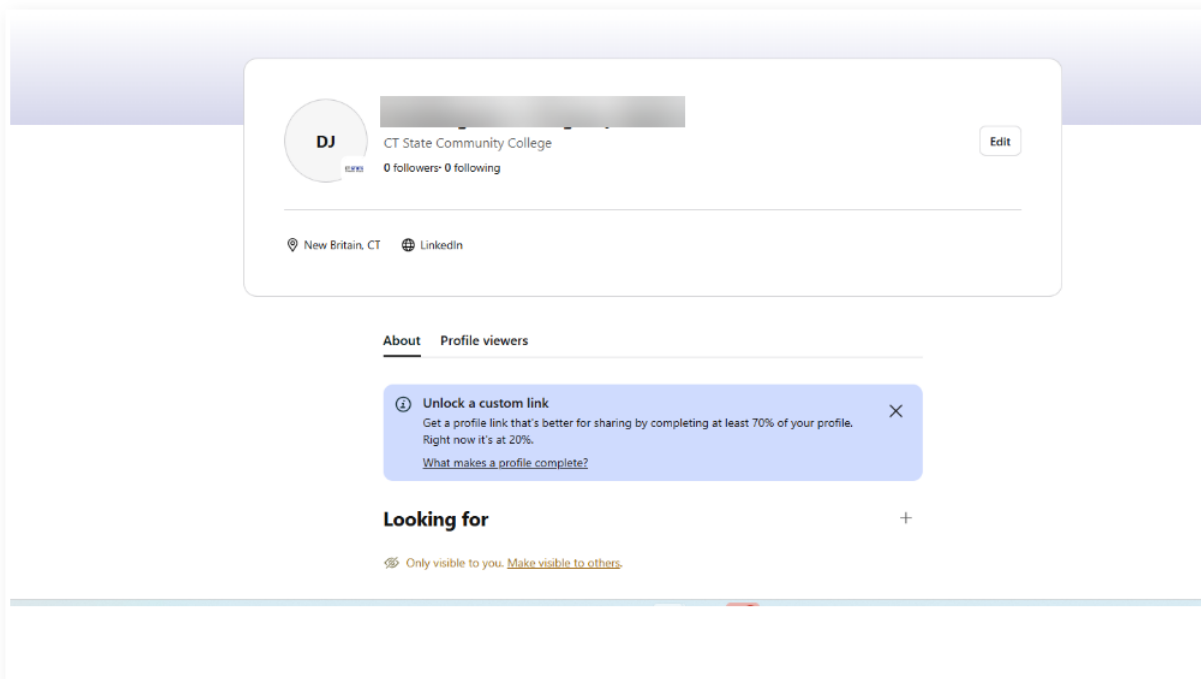


*Your Handshake account is already created for you. If this is your first time, follow the prompts to activate it.*

## 8. Click your initials in the top right, then select “My Profile”



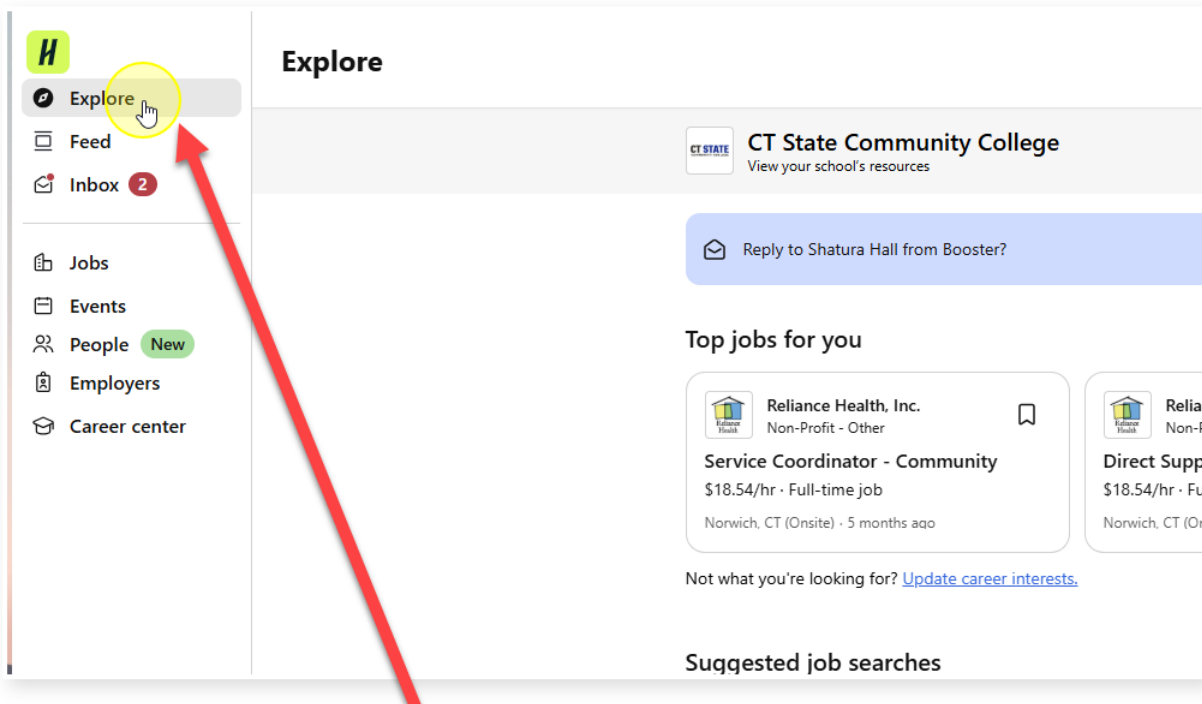
## 9. Complete your profile



A complete profile helps Handshake recommend jobs, internships, and events tailored to your interests. Be sure your name, major, and school information are correct. Start by completing the Looking for, Summary, Skills, Work Experience, Education.

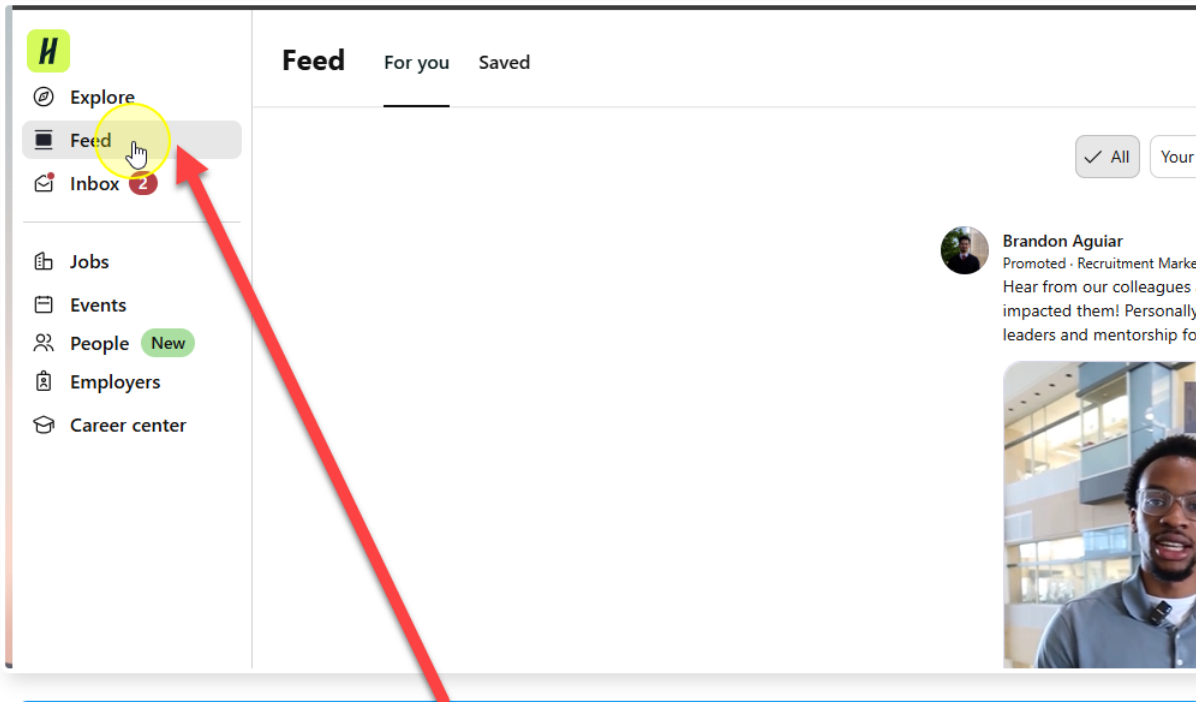
Now that you have activated your Handshake account and updated your profile, it is time to explore. Handshake is organized into sections to help you get started: your Feed for personalized updates, Inbox for messages, Jobs for on- and off-campus opportunities, Events for career fairs and workshops, People and Employers to connect and network, and the Career Center for campus resources. Use these areas to discover jobs, internships, events, and on-campus opportunities tailored to you.

## 10. Explore your homepage



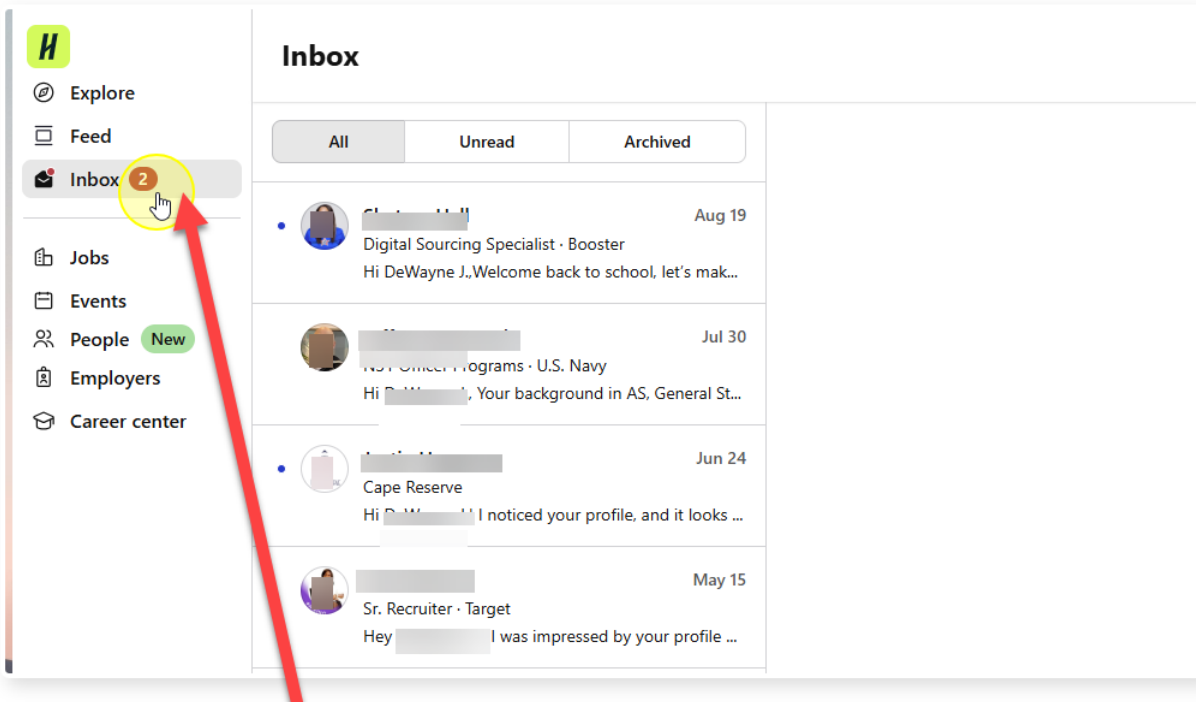
*The "Explore" page is your personalized homepage in Handshake. It highlights jobs, internships, and events based on your profile and activity. You will also see updates from CT State's Career Center, featured employers, and trending posts from other students. Use this page as your starting point to quickly find opportunities and stay up to date on what matters most to you.*

## 11. Click "Feed"



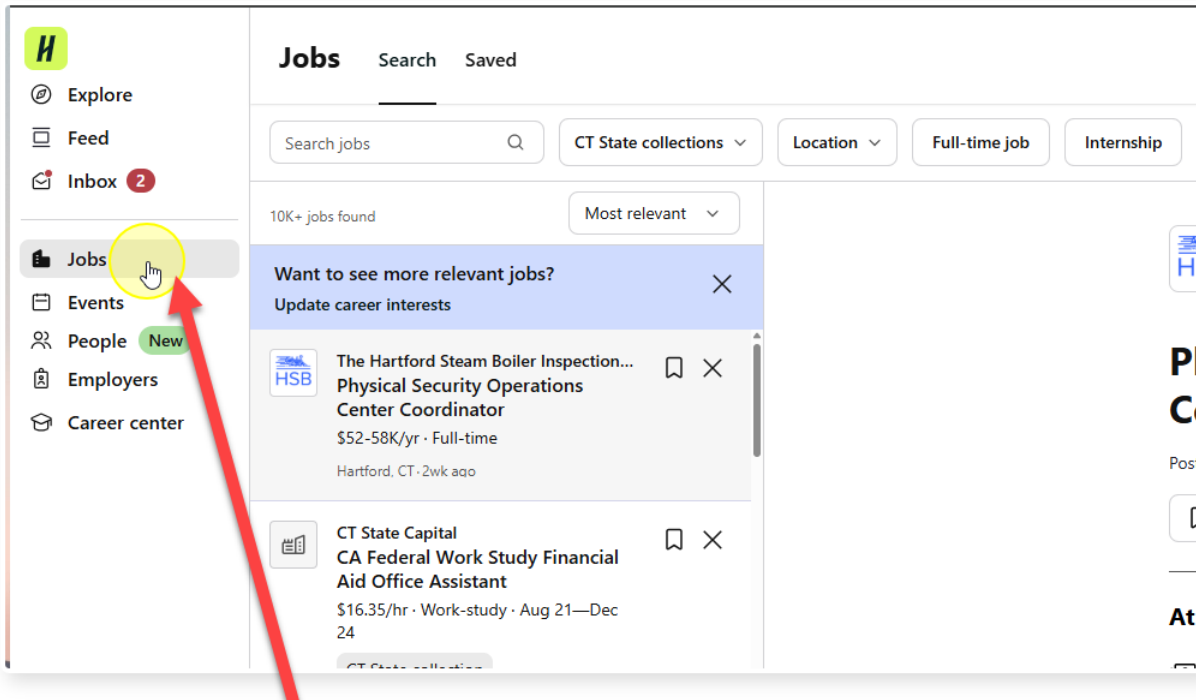
The "Feed" allows you to share social media type updates and interact with content from students on Handshake from all colleges and universities.

## 12. Click "Inbox."



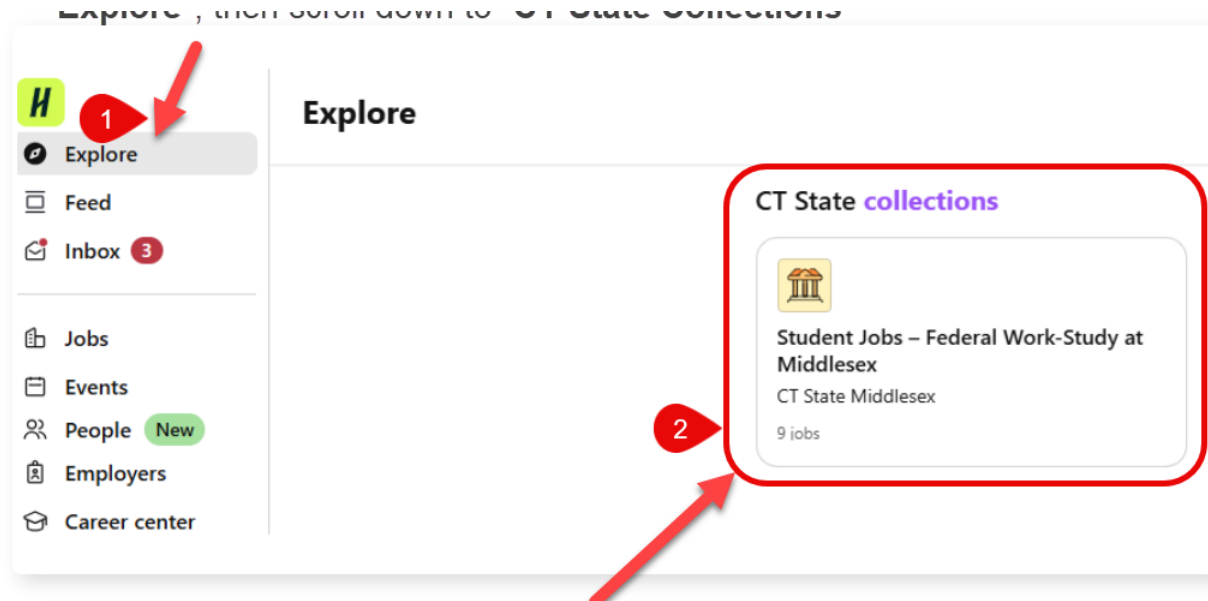
Check messages from employers or Career Services. Use it to ask questions and follow up on applications.

### 13. Click "Jobs"



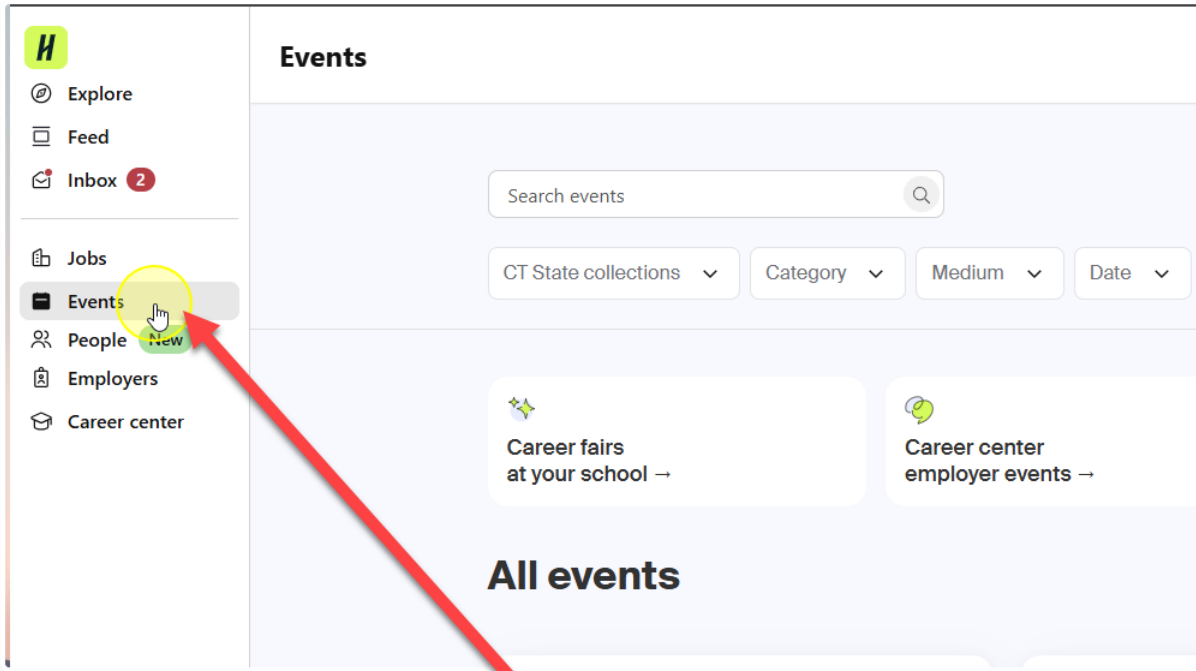
Search for on- and off-campus jobs, including Student Labor and Federal Work-Study. Use filters to narrow your results.

### 14. To apply for Federal Work Study Jobs / On-Campus Employment, Click "Explore", then scroll down to "CT State Collections".



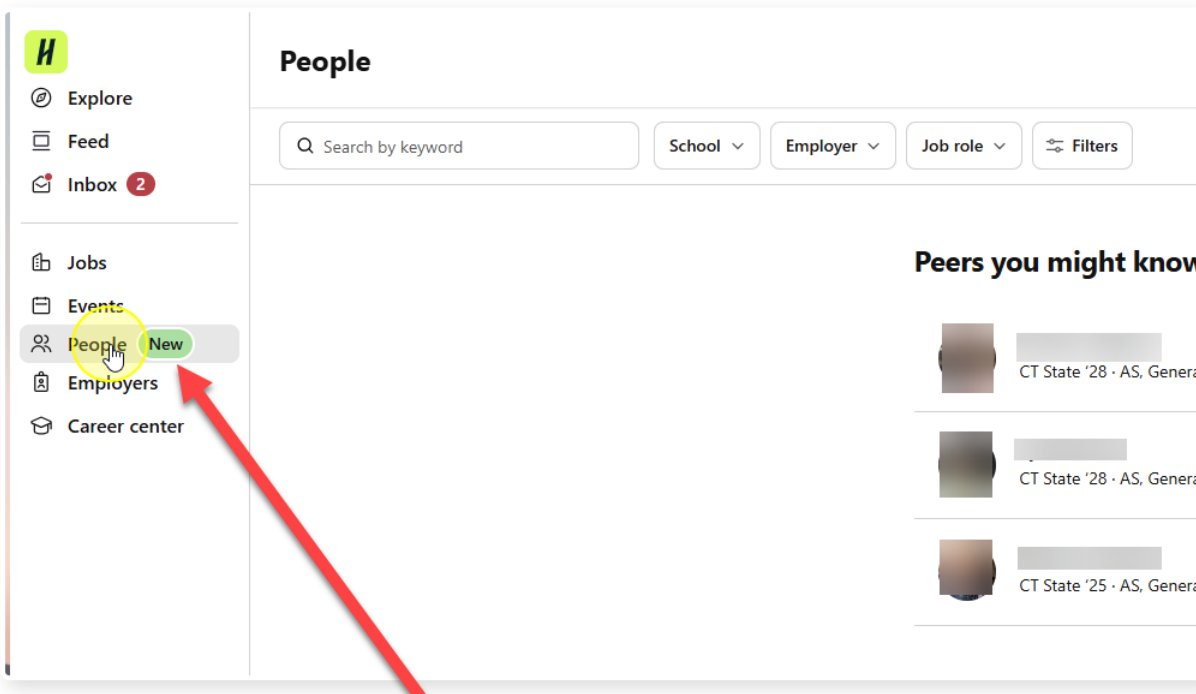
If you are eligible for Federal Work-Study or On-Campus Employment, click on "Explore" and scroll down to "CT State Collections". Select your campus to view the on-campus jobs available at your location. Once you find a position you're interested in, click the job title to view details and then select "Apply".

## 15. Click "Events"



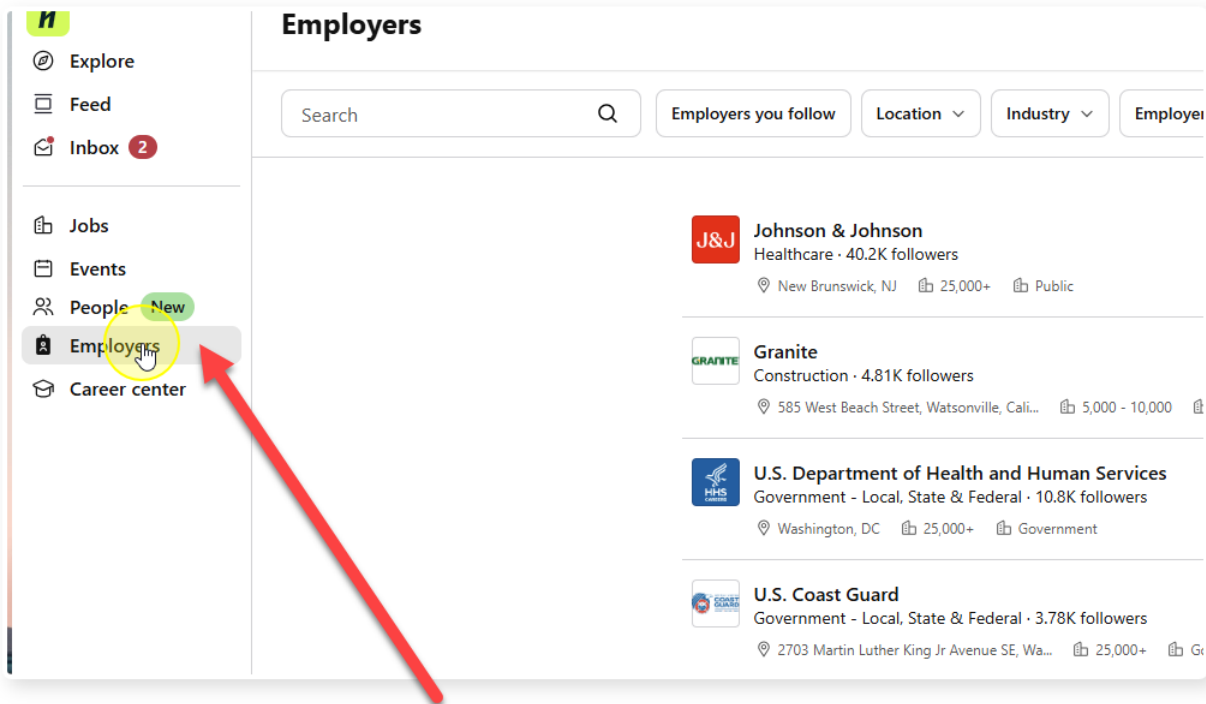
Use the "Events" page to explore in-person and online opportunities, including career fairs, employer info sessions, and workshops on resumes, interviewing, and skill-building.

## 16. Click "People"



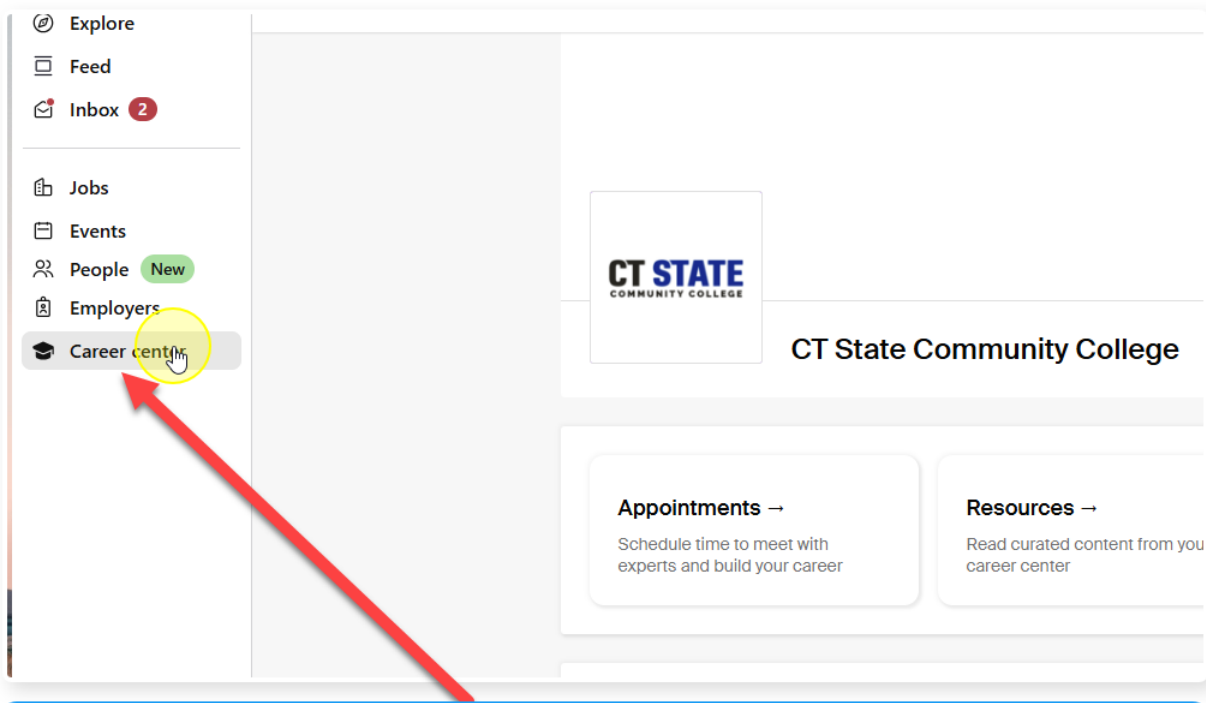
Use the "People" page to connect with current students and alumni from CT State.

## 17. Click "Employers"



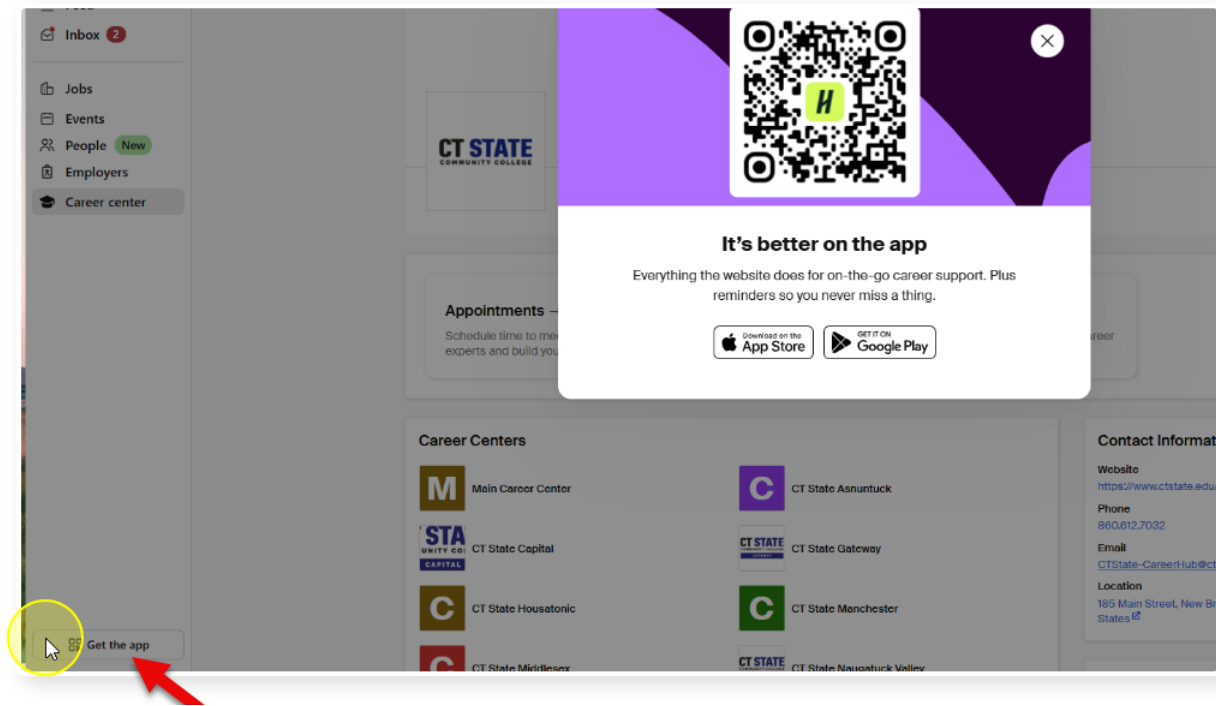
Use the "Employers" page to connect with employers and search for jobs that they have posted to Handshake. You can also use filters to customize your search.

## 18. Click "Career center"



Use the "Career Center" page to browse your campus career services center as well as the career services resources available to you.

## 19. Click "Get the app"



*Download Handshake from the App Store or Google Play to search and apply for jobs, message employers, and receive real-time alerts about opportunities and events.*