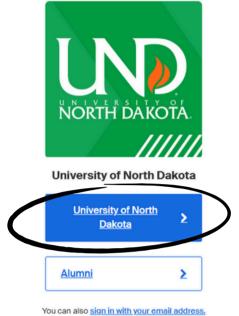
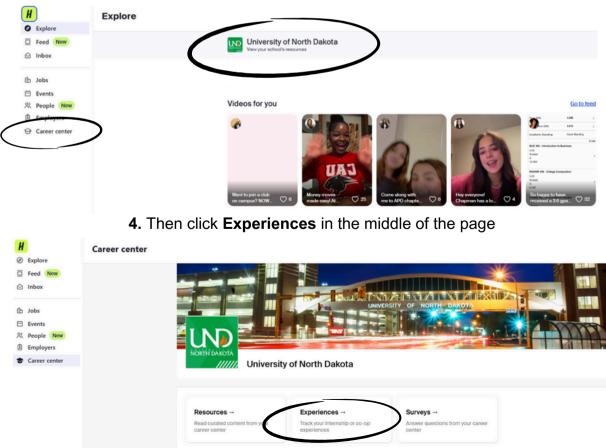
Handshake Instructions & Reporting an Experience

1. Go to und.joinhandshake.com & sign into Handshake using your UND username and password (the same for Campus Connection and Blackboard)



(Please use your .edu address, if applicable.)

- 2. Complete registration and fill out your Handshake Profile
- 3. To report your internship, select Career Center on the side of the page <u>or</u> select University of North Dakota at the top of the page



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E Feed New	Experiences Submit an Experience)			
Inbox		ORGANIZATION			Completed
(b Jobs		Pancratz Career Development Center SUPERVISION / HR CONTACT		EXPERIENCE TITLE Marketing Intern	
Events		Not Specified		EXPERIENCE TYPE Part-Time	
R People New		View Details			
Employers			Submit an Exper	rience	
Career center					

5. From the Experience page you will select **Submit an Experience**

6. Complete all the fields requested and make sure to select Business & Public Administration for Experience template

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Inbox Jobs Vevents People New Employers	<	* Indicates required field Details * Experience temptate Select a temptate *
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Employers		
		Select a term *
Career center		Select a term *
		*Organization
		Type the organization name for your experience or choose from the list.
		Organizations may be an employer, institution, or program.
		Location
		Enter the location of the organization
		Industry
		Select an industry *
		Phone number
		Email

PLEASE CONTACT THE PANCRATZ CENTER IF YOU HAVE ANY QUESTIONS REGISTERING YOUR INTERNSHIP IN HANDSHAKE.

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