

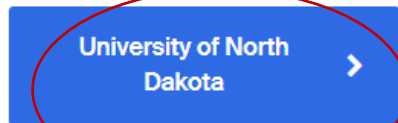
# Handshake

## Handshake Instructions & Reporting an Experience

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

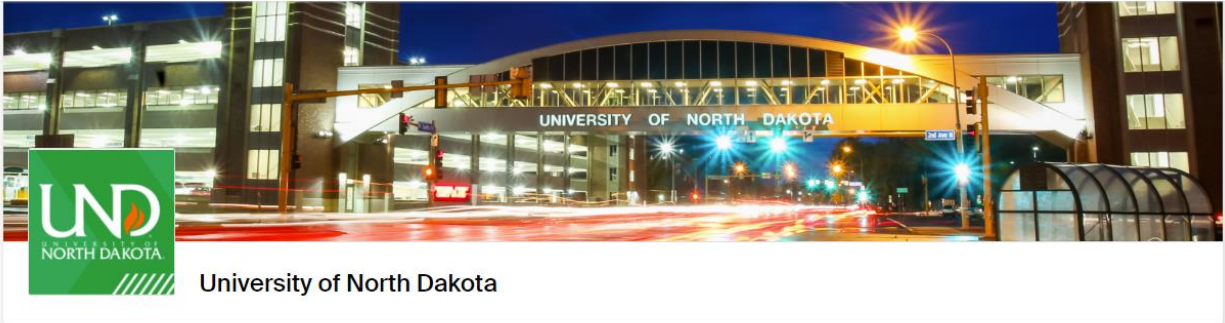


University of North Dakota



2. Complete registration and fill out your Handshake Profile
3. To report your internship, select **Career Center** on the side of the page or in the middle under the header and then click **Experiences**

A screenshot of the Handshake dashboard. On the left is a navigation menu with a green 'H' icon at the top, followed by 'Jobs', 'Events', 'Employers', 'Inbox' (with a red '18' notification badge), and 'Career center' (circled in red). The main content area has a dark blue background with the text 'The best way to get noticed by employers? Reach out.' in large white font. To the right are two white boxes with blue arrows: 'Make your profile stand out' and 'Attend an event'. At the bottom, there is a white footer with the UND logo and the text 'University of North Dakota Career Center -- View your school's resources' (circled in red).



Four navigation buttons are displayed in a row:

- Appointments** — Schedule time to meet with experts and build your career
- Resources** — Read curated content from your career center
- Experiences** — Track your internship or co-op experiences (This button is circled in red)
- Surveys** — Answer questions from your career center

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

The 'Experiences' page navigation menu shows 'Submit an Experience' circled in red. Below the menu is a card for an approved experience:

ORGANIZATION Pancratz Career Development Center	EXPERIENCE TITLE Marketing Intern	Approved
SUPERVISOR / HR CONTACT Not Specified	EXPERIENCE TYPE Internship - Part-Time	

Buttons: View Details, Submit an Experience

5. Complete all the fields requested and make sure to select **BUSINESS & PUBLIC ADMINISTRATION** for Experience Type

The 'Submit an Experience' form is shown with the 'Details' section expanded. The 'Experience template' dropdown menu is circled in red and set to 'Business & Public Administration'. Below it is a 'Term' dropdown menu set to 'Select a term'.

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

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