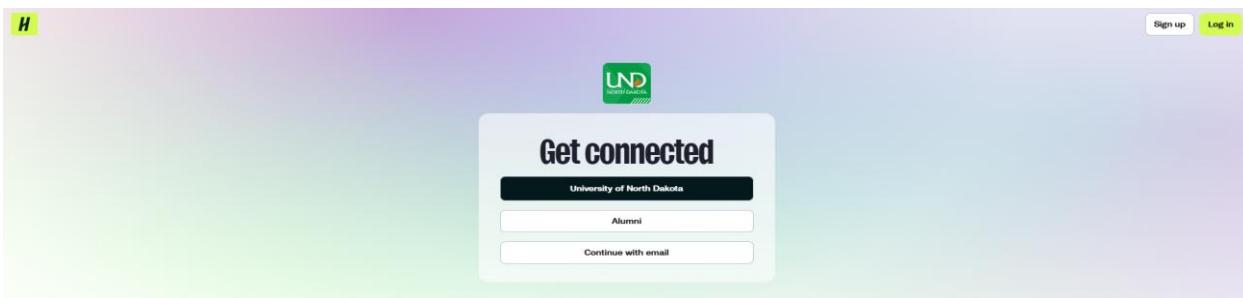


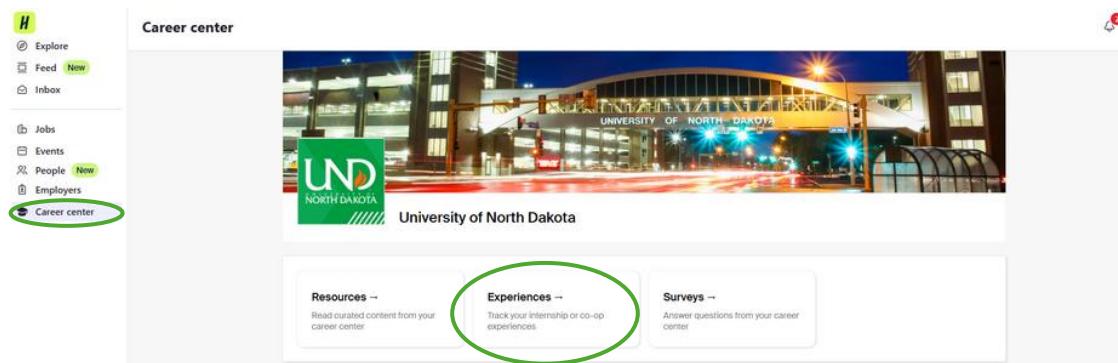
Handshake Instructions & Reporting an Experience

Instructions:

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



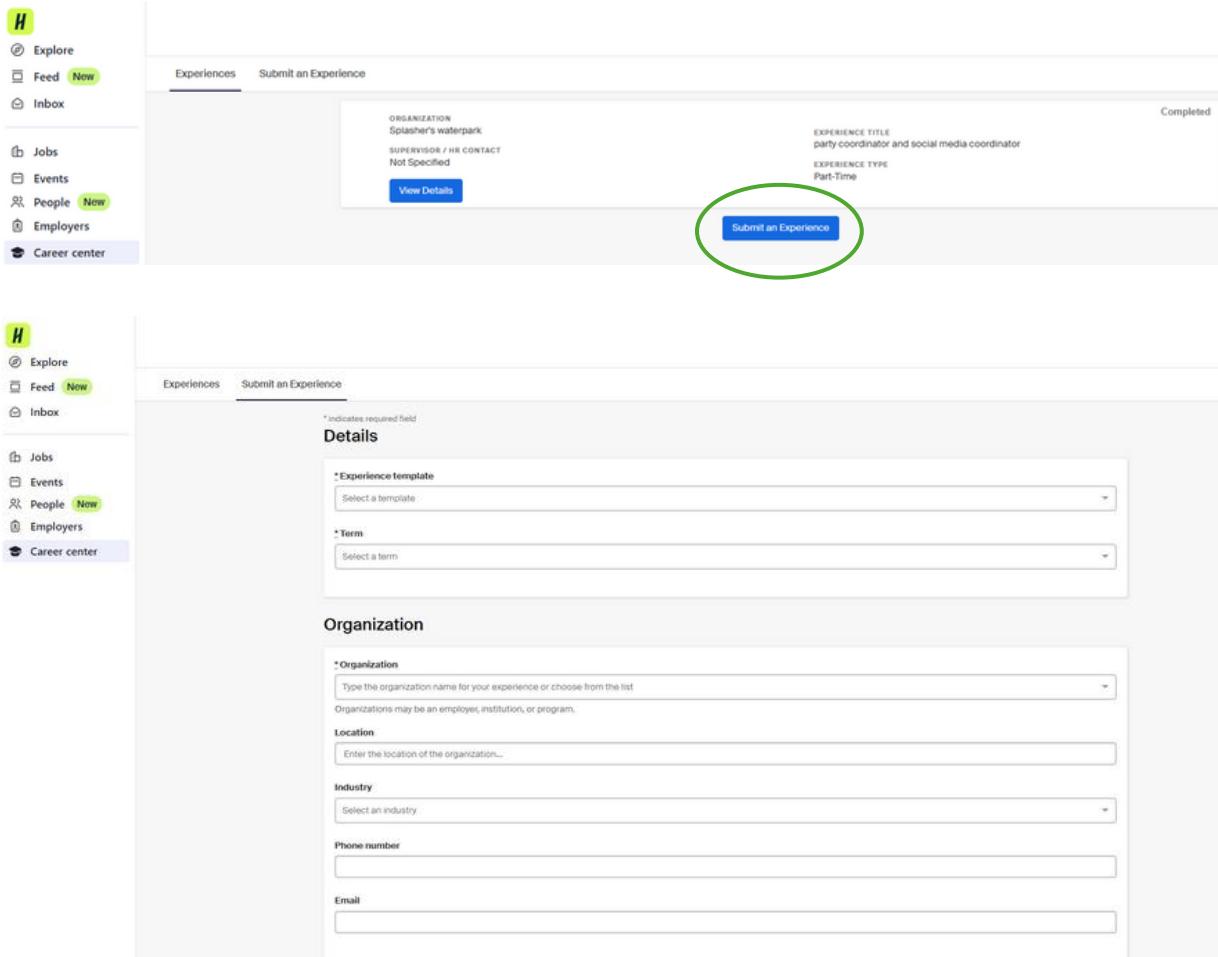
2. Complete registration and fill out your Handshake Profile.
3. To report your internship, select **Career Center** on the side of the page or select University of North Dakota at the top of the page.
4. Then click **Experiences** in the middle of the page.



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5. From the Experiences page, select **Submit an Experience**.



The screenshots illustrate the process of submitting an experience. The top screenshot shows the main 'Experiences' page with a list of existing experiences and a prominent 'Submit an Experience' button. The bottom screenshot shows the detailed 'Submit an Experience' form, which includes fields for organization, location, industry, phone number, and email, all of which are highlighted with a green circle to indicate they are required.

6. Complete all the fields requested and make sure to select **Business & Public Administration** for Experience template.
7. You will need to add **objectives** for your internship which will be reviewed by your faculty coordinator.

Questions? Contact the Pancratz Career Development Center:

Email: UND.PANCRATZCENTER@UND.EDU

Phone: 701.777.6852

Location: Nistler Hall, Room 101