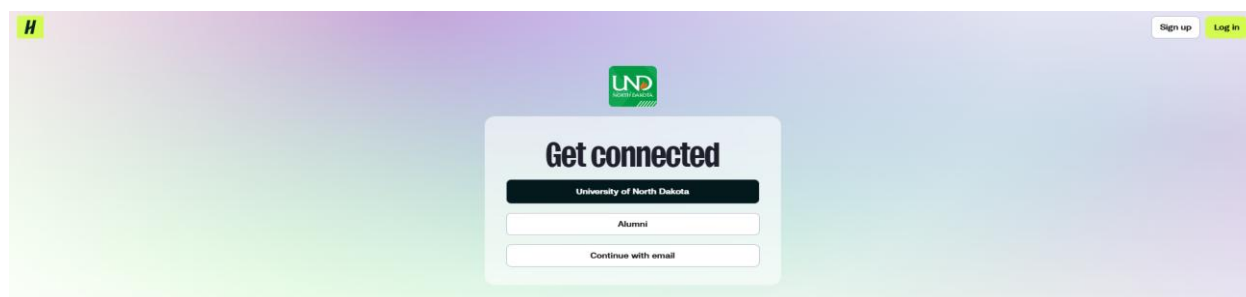


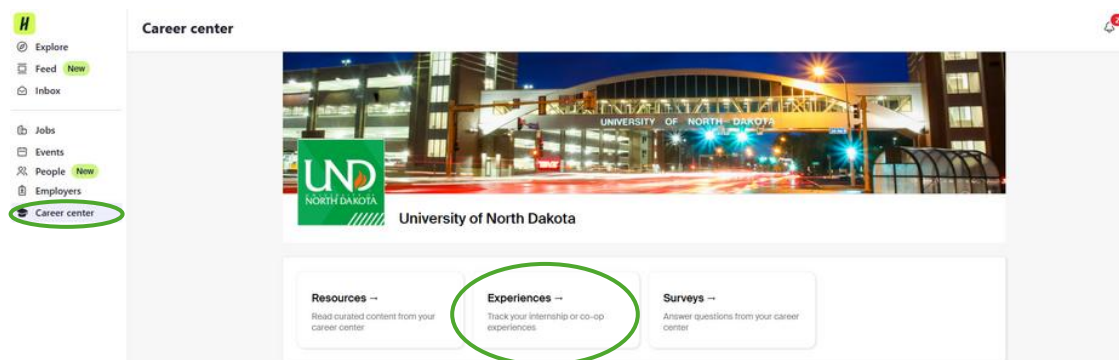
## Handshake Instructions & Reporting an Experience

### Instructions:

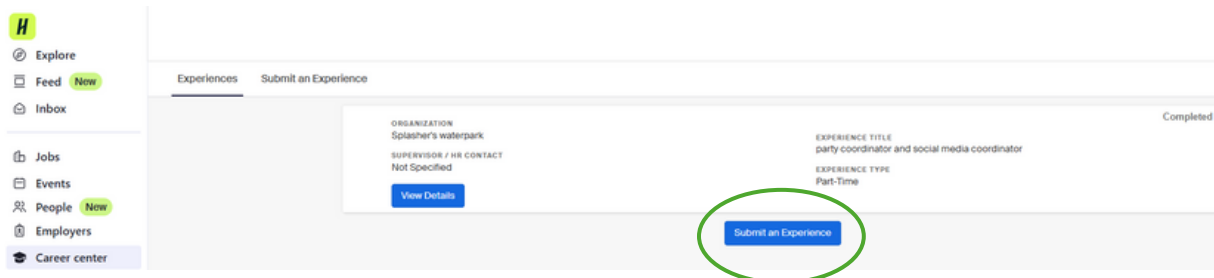
1. Go to **und.joinhandshake.com** & sign into Handshake using your UND username and password (the same for Campus Connection and Blackboard).



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.



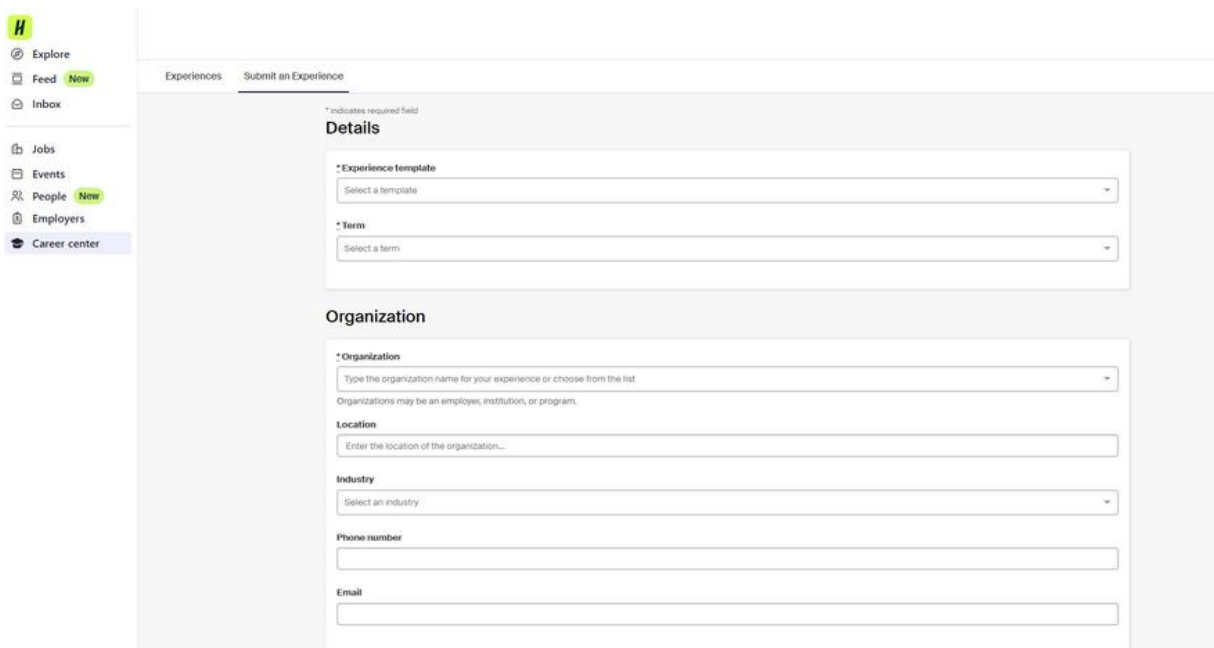
5. From the Experiences page, select **Submit an Experience**.



The screenshot shows the 'Experiences' page with a sidebar on the left containing links to Explore, Feed (Now), Inbox, Jobs, Events, People (Now), Employers, and Career center. The main content area has two tabs: 'Experiences' and 'Submit an Experience'. Under the 'Experiences' tab, there is a table with one entry:

ORGANIZATION	EXPERIENCE TITLE	EXPERIENCE TYPE	Completed
Splasher's waterpark SUPERVISOR / HR CONTACT Not Specified	party coordinator and social media coordinator	Part-Time	Completed

Below the table is a 'View Details' button. At the bottom of the page, there is a 'Submit an Experience' button, which is circled in green.



The screenshot shows the 'Submit an Experience' form. It has a sidebar on the left with the same links as the previous screenshot. The main content area has two tabs: 'Experiences' and 'Submit an Experience'. The 'Submit an Experience' tab is active, showing a form with the following sections:

- \* Experience template**: A dropdown menu with 'Select a template'.
- \* Term**: A dropdown menu with 'Select a term'.
- Organization**:
  - \* Organization**: A dropdown menu with 'Type the organization name for your experience or choose from the list'.
  - Location**: A text input field with 'Enter the location of the organization...'.
  - Industry**: A dropdown menu with 'Select an industry'.
  - Phone number**: A text input field.
  - Email**: A text input field.

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.PANCRAZCENTER@UND.EDU

Phone: 701.777.6852

Location: Nistler Hall, Room 101