GW Student Employment
Handshake Account Creation Guide
for GW Departments

In order to make sure this process goes smoothly, all instructions should be followed exactly, without skipping or changing the requested information.

2. Select the Employer account type.
3. Fill out the information requested as follows:
   - First Name
   - Last Name
   - Email Address (please note, you MUST use your NetID@gwu.edu – other email endings such as @gwmail.gwu.edu or @law.gwu.edu will not sync appropriately within Handshake)
   - Password (using your single sign-on password is recommended)
   - Phone number (use your office line)
4. **(Optional)** You can enter your recruiting interests and alma mater, which will become part of your Handshake profile.

5. Click “Next: Employer Guidelines”

6. Read the Employer Guidelines, Terms of Service, and Privacy Program.
7. For the question, “Are you a third party recruiter working on behalf of a company?” select **NO**.

8. Click “Next: Confirm Email”

9. Next, you will see the following screen, which contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.
   - Please double check that you have used your **NetID@gwu.edu**, as other email endings such as @gwmail.gwu.edu or @law.gwu.edu will not sync appropriately with GW’s existing information in Handshake.
   - If you don’t receive a confirmation email, please see Handshake’s [Confirmation Email Troubleshooting Guide](#).

10. Check your email inbox. When the email arrives, click the **Confirm Email** button to verify your account.
11. You will then be redirected back to Handshake, where you will be asked to find and join your company. Type in “The George Washington University – Student Employment Positions” (or however much of that makes it pop up as an option).

  o **DO NOT** select and of the other options for The George Washington University. These are used for admissions purposes only. If you select one of these groups to join, we will not receive your request and your request will not be approved.

  o If you accidentally select the wrong employer group to join, you can correct this error quickly by following the instructions [here](#). If you have already been approved by the wrong employer group, you can remove yourself using the instructions [here](#), then request to join “The George Washington University – Student Employment Positions” as mentioned above.
12. Click “Next: Connect to Schools”.

13. Select GW as the school you would like to recruit from. To request to connect to GW, click the + button to the right of where it says “The George Washington University”. Then click **Next: Finish**.
   - **DO NOT** request to connect with any other schools, as you will only be using this account to recruit GW students for Student Employment positions.

14. You’re done! A Student Employment staff member will approve your request to join “The George Washington University – Student Employment Positions” within a day or two. You should get an email when this happens, at which point you can log in to Handshake [here](#). We recommend bookmarking the page for easy access.

Please contact Student Employment at gwse@gwu.edu or 202-994-8046 with any questions or issues, and we will do our best to help you in a timely manner.