

Emporia State University Alumni  
Handshake User's Guide  
EMPLOYER

**ESU Employees:** If you are currently an ESU employee, please contact Career Services at [career@emporia.edu](mailto:career@emporia.edu) for specific instructions on setting up your employer account.

**Non-ESU Employees:** Please follow these directions.  
**Fall 2017 Enrollment/Graduation or BEFORE**  
Before you begin, view these easy screen shots: <http://bit.ly/2K1ElkS>

1. Go to <https://emporia.joinhandshake.com/register>
2. Click Employer.
3. Complete all required fields.
4. Click Sign up.
5. Answer all required fields as you continue through the registration process.

**Spring 2018 Enrollment/Graduation or LATER**  
*To create an EMPLOYER account, use an email address OTHER THAN your g.emporia.edu address. Handshake authenticates accounts using a unique email address. To create the employer account, follow the instructions above, but use a different email address.*



## Sign Up

What kind of account do you want to create?

Student / Alumni  Employer 

Sign up as an Employer

First Name

Last Name

Email Address (use your work email)

Password

Confirm Password

Phone Number

Job Title

Sign Up