

New to Handshake?

1. Create a user account You will need a user account in order to log in and use Handshake. If you've received an invite from a school or a colleague, you can follow the link to take you to the account creation process. If you're signing up without an invite, go to <https://ucsd.joinhandshake.com/login> to create an employer account.

2. Join your existing company on Handshake, or create a new one Once you've created a user account, you will need to be connected to your company profile on Handshake prior to taking any actions with schools. Your company should pull up based on the domain of your email address, if it is already in Handshake. If it isn't, you should see the option to create a new company profile. You can learn more about the new company creation process [here](#).

3. Request to connect with schools You must request and receive approval from a school prior to posting jobs there. You can choose schools during your sign-up process, and can always select more at any time afterwards. To add a school on Handshake:

- Log in to Handshake
- Go to *Schools*, under the "Relationships" category on your left navigation bar
- Choose the *+Add More Schools* button above your list of schools
- Click the (+) next to each school you want to add
- Once you've added your schools, you'll receive a notification of approval once the school has approved your account

4. Take action! Once you've connected to one or more schools, you will be able to post jobs, request on-campus interview schedules, manage your applicants, and more. Here are some quick links to more detailed articles on these topics:

[How to Post a Job](#)
[How to Request an Information Session](#)

[How to Post an Interview Schedule to a School](#)
[How to Register for a Career Fair](#)

Already a Handshake User?

Ready to connect with UC San Diego Rady School of Management and its students? To get started, you'll first need to get approval from the school by following these steps:

From any page in Handshake, click on *Schools* located on the left hand navigation bar. This will bring up the schools overview screen. If you've already requested approval from one or more schools, your status with each of those schools will appear here.

To find UC San Diego, click on the *Find Schools* tab located in the upper right of your screen, or the *Add More Schools* button next to the search bar. This will bring up a listing of all schools. Type in University of California San Diego in the search bar. Click the (+) next to the name of the school and wait for approval.