# A Guide to Getting Started – Setting up your Handshake Profile

Setting up your profile is the first step to unlocking all that Handshake has to offer in helping you land your dream internship and job. By optimizing the setting up process, you'll have a much more personalized experience with the platform.

Helpful Step-by-Step:

1. **Log in to Handshake:**
   a. You should log in/sign-up with your school email so whenever you apply/reach out to companies, they will receive your official school email linked to you.
   b. If your school has partnered with Handshake, you should have a link from the email your Career Services Center sent you. Click this link to login to Handshake and claim your account sent from Brown University.
      i. Try logging into Handshake using the same User ID and password you use to log on to your school's website
   c. If this is your first time logging in, Handshake will prompt you to set up your account by displaying this viewpage:
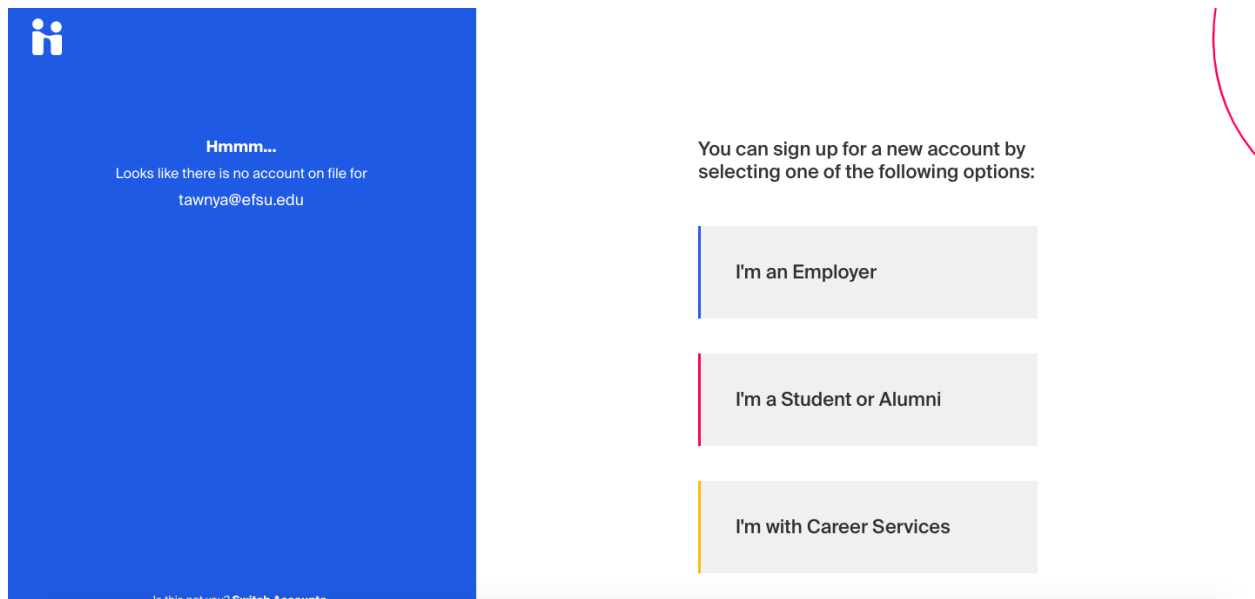

   d. From there, feel free to create your initial account!
      i. For a more detailed explanation specific to a student-account, please view Handshake's "The Student On-boarding Experience".
2. **Upload your resume for an easy profile set-up:**
   a. You'll likely want to have a public resume available on Handshake for employers, and your school's Career Services department to have access to.

b. This will be convenient when applying, networking, and getting your profile out there.
c. Feel free to utilize other CareerLab resources for resume help.
   i. To learn more about how to upload a document, refer to How to Upload a New Document.
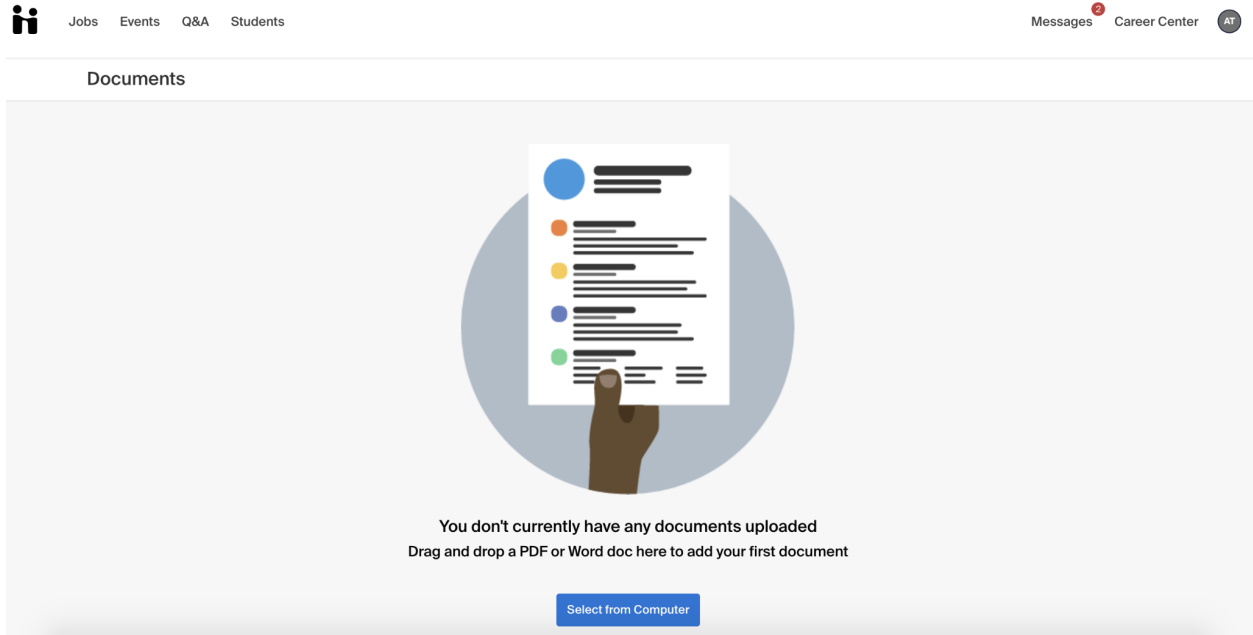
3. **Fill out your profile:**
   a. Your resume will auto-populate these responses with what can be gathered.
   b. You may see an image like the one below that shows how "complete" your profile is:
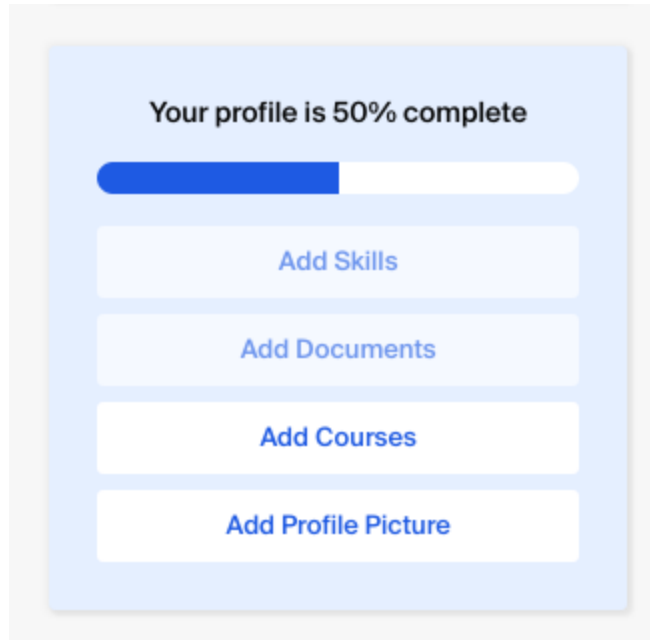
c. The progress bar will hit 100% only when you complete every section on your profile including a short bio, documents, projects and social links.
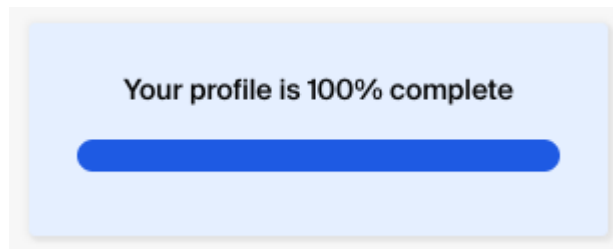
d. If you choose "Employers or Community privacy level", keep in mind the more information you add to your profile, the easier it will be for employers to find you and make more thorough decisions about whether or not you might be a good fit for their job opportunities!

    i. For more information on filling out your profile, refer to How to Drive Profile Completion.

e. Specific links to other helpful FAQs can be found here:

    i. About if Your Major (or Minor) is Missing or Incorrect

    ii. Build Profile from Resume

    iii. How to Add Work Study Eligibility to Your Profile

    iv. How to Drive Profile Completion

    v. How to Edit Bio/My Journey on Profile

    vi. How to Edit Education Information on Your Profile

    vii. Managing Primary Education

    viii. Student Work Authorization Information

4. **Explore Handshake:**
   a. Use your home page, the top menu bar, and filters to look for companies, events, and jobs you're interested in learning more about or applying to.
      i. Please refer to our supplemental guide on searching for jobs!