



REGISTERING WITH HANDSHAKE

Career Development Center

California State University, Los Angeles

(323) 343-3237 www.calstatela.edu/careercenter

Handshake is your online platform for jobs and internships, on or off campus, with organizations that are seeking Cal State LA student candidates. With an account, you can:

- Search internships & jobs on/off campus
- View upcoming career events & fairs
- Sync your calendar to add career events
- Upload résumés & cover letters
- Make your profile visible to employers
- Receive activity notifications & emails

<https://calstatela.joinhandshake.com>

Current Students can register using your Cal State LA email (<username>[@calstatela.edu](mailto:calstatela.edu)).

Alumni can register **using any email address** by **following the steps below** and **emailing a copy of your Cal State LA diploma or unofficial transcript to careers@calstatela.edu**. Your profile will then be pending approval by our staff.

Faculty can register using your Cal State LA email (<username>[@calstatela.edu](mailto:calstatela.edu)).

To register:

1. Go to **<https://calstatela.joinhandshake.com>** – this is very important so you get connected to the correct school.
2. Click **“Sign up for an account”**
3. Click **“Student / Alumni”**
4. **Fill in** your information. **Use your Cal State LA email** in order to be automatically approved.
5. **Read and check the box to agree** to the Terms of Service and the Privacy Policy
6. Click **“Create Account”**
7. You will **receive an email with a link** to confirm your registration. **Click on the link** in the email. If you do not find your confirmation email, please check your spam folder.
8. Once you confirm your email address, you are registered as a student/alumni and may now **log in to complete your Handshake profile**.

If you have difficulties creating your account, Handshake is available to support. Visit <https://support.joinhandshake.com/hc/en-us/> for the Handshake Help Center and to Contact Support.

Returning Users can enter the same username and password you have already established. If you’ve forgotten your password, click “Forgot your password?” to reset it. If you no longer have access to your Cal State LA email to retrieve the password reset link, contact Handshake for assistance.

Need further assistance? Ask for help at the Career Center, call us at (323) 343-3237 or email us at careers@calstatela.edu