Faculty and Staff Handshake Login Guide

- Navigate to uta.joinhandshake.com
- Single Sign On is not supported for faculty and staff accounts – click “sign in with your email address”

Enter your UTA email and click next
Enter your password and click “sign in”

Please enter your password to sign in.

Password

Sign In

Forgot your password?

Keep me logged in

First Time Logging in?

If it’s your first time signing in, you will be prompted to create an account. Select “I’m an Employer” from the options.

You can sign up for a new account by selecting one of the following options:

- I’m an Employer
- I’m a Student or Alumni
- I’m with Career Services

Use your UTA email, enter a password of your choice, and click sign up

Sign up as an Employer

Email Address (use your work email)

Password

Confirm Password

Sign Up
• Enter your first and last name, phone number, job title, and select the types of students you would like to recruit. Adding your Alma Mater is optional. Click next to see the employer guidelines.
Select “no” (not a third-party recruiter) and click next to confirm your email address.

Handshake Employer Guidelines

Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.

Be Fair: Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military/veteran status or lack thereof.

Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can’t, work to provide a fair and equitable path for affected students.

Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals.

Are you a 3rd party recruiter working on behalf of another company?  
Yes  No

By continuing, you agree to the Terms of Service, acknowledge you have read the Privacy Policy, and agree to Handshake’s Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

As with 501(c)(3) organizations, this does not apply to institutions whose purpose and character are primarily religious (i.e. seminaries).

Check your inbox to confirm your email address. Didn’t receive the email?

- Make sure your email is entered correctly without typos
- Check your spam folder
- Add handshake@m.joinhandshake.com to your contacts
- Click to resend the email

Great! You’ve successfully signed up for Handshake.

We’ve sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Didn’t receive the email?

1. Is this your correct email without typos? If not, you can restart the sign up process
2. Check your spam folder
3. Add handshake@m.joinhandshake.com to your contacts
4. Click here to resend the email

Still having trouble?  
Contact us
• Open the email and click “Confirm Email” at the bottom

Email Confirmation

Handshake <handshake@m.joinhandshake.com>

If there are problems with how this message is displayed, click here to view it in a web browser.

Handshake
Confirm your email address on Handshake

Hi [Name],

Welcome to Handshake! Please confirm your email address to get started:

[Button: Confirm Email]

• Scroll down to find your department at UTA and click “request”. Then click next at the top.

Step 3 of 4 - Join Company

Great! It looks like your company is already in Handshake.

University of Texas at Arlington Libraries
We are a library that values exploring risk and revolutionary concepts in libraries. We think beyond traditional collections and services by developing programs that push creation, exploration, and innovation by our faculty and students. As UT Arlington accelerates its journey as a cutting-edge urban university, the Libraries’ excellent staff and services are the heart of the campus, united toward...

T02 Plantatorium Pl, Arlington, TX 76019
http://libraries.uta.edu/

[Button: Request]

Are you a part of a division within this company? No problem. First join this company, and then you’ll be able to set up your division within it.

Unable to join? For security reasons, if you’re using a personal email address you won’t be able to join this company; either contact us or start the sign-up process over with your company email address.

Not your company?

[Button: Create New Company]
• You don’t need to select any schools, just click next at the top.

• Done! Just wait for approval.

Thank You for Signing up for Handshake!

Your Current Status:
Pending approval at University of Texas at Arlington Lockheed Martin Career Development Center
Pending connections with 0 schools

Your approval request has been sent to the Account Administrator(s) at University of Texas at Arlington Lockheed Martin Career Development Center. N. Phillips. As soon as you're approved, we will notify you via email.