

FACULTY/STAFF HANDSHAKE ACCESS OPTIONS

1. **View Only (Generic Student Account for Faculty/Staff)** - Allows you to see the following from the student/alumni perspective:

- Job and Internship Postings Events (When and where employers will be on campus)
- Events (when and where employers will be on campus)

Login Information: <https://uta.joinhandshake.com/login>

Username: careers@uta.edu

Password: Arlington17*

Please keep in mind this is a generic account as multiple faculty from across campus can use this same login. Students/alumni can customize their profile, so they see job postings related to their major/interests/skillset.

2. **Employer Access** - Allows you to:

- Post jobs and internships for student workers in your academic department.
- Manage applicants (Review Handshake profiles, resumes, etc.)

Login Information: Visit https://app.joinhandshake.com/employer_registrations/new

1. Select 'Sign up as an Employer' and fill out your account information.
2. Once the account is confirmed, request access to your department.
3. Every department is listed as "University of Texas at Arlington 'Department Name'

For more assistance with the job posting process and managing student employment please visit: <https://www.uta.edu/careers/employers/student%20employment/resources.php>

3. **Administrative Account**

- See the Memorandum of Understanding (MOU).
- Admin account access will only be offered and granted if there is a two-way relationship between the UTA Lockheed Martin Career Development Center and the College/School – actively promoting and encouraging students and employers to utilize Handshake.

Requirements:

1. A staff member will create this account on your behalf, please provide the following information:
 - NetID
 - First and Last Name
 - Email
 - Title
 - Office Phone Number
 - Office Location
2. A signed copy the following [Memorandum of Understanding](#)