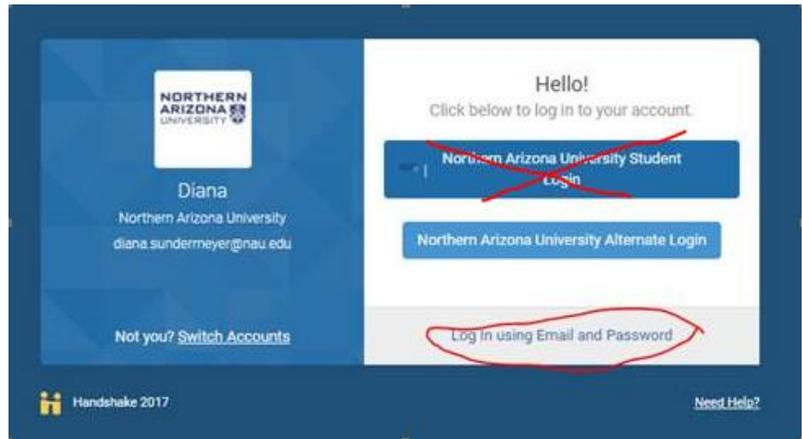


## Creating an employer account in Handshake (for those who already have a Student/Alumni account)

NAU alumni (or employees taking classes who have a student account) may need to access Handshake in an employer role. Handshake uses your unique @nau.edu email address to create your account and pull information from LOUIE so there can be confusion associated with setting up an employer account. **Use these instructions to smoothly create an employer account that is associated with your student/alumni account and then easily navigate between the two views.**

**Step 1:** Create a password for your student/alumni account (that you probably typically login to using your LOUIE login). Don't use your Student Login, instead **Log in using Email and Password** and use your @nau.edu email (for example, Jo.Cool@nau.edu).

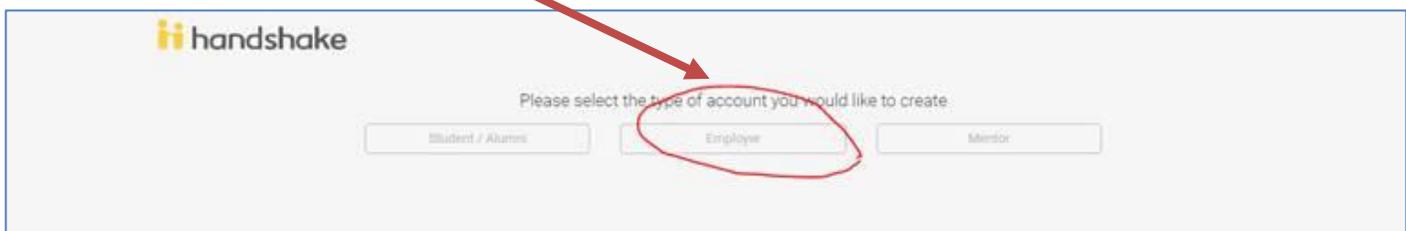
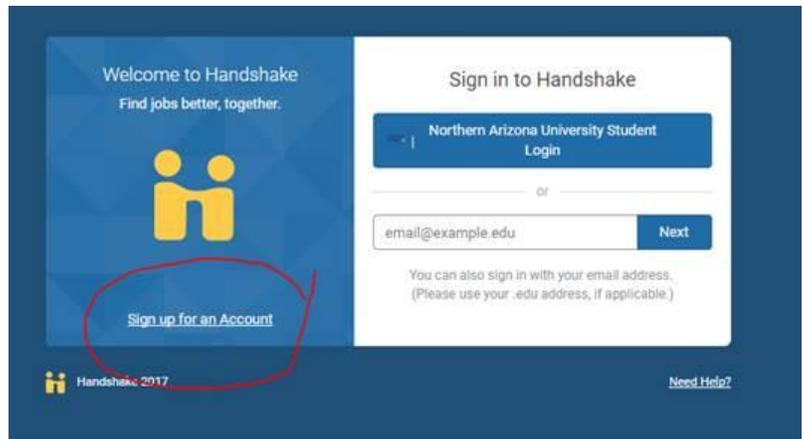
The password you create will be a Handshake-specific password and not be associated with your NAU login password. After you have created a password for your account – which may necessitate that you check your @nau.edu email for an account validation message from Handshake – then move on to step 2.



**Step 2:** Sign up for an Employer account.

**INSIDER TIP:** For this step to work, make sure you have logged out of Handshake completely; try logging out and completely closing the web browser you were using.

Open a Chrome web browser, navigate to Handshake, and don't login. Instead click **"Sign up for an Account"** (using your @nau.edu email and that password you just created) and choose **"Employer"** when prompted to select the type of account you would like to create.



**INSIDER TIP:** Pay close attention to what you are being asked to select. Details are paramount here. You will be prompted to select your Alma Mater (i.e. Northern Arizona University if you are a student/alumni), your Company (i.e. NAU Academic Success Centers or another campus department... keep scrolling, your department probably already exists in Handshake), and connect with schools (i.e. Northern Arizona University) so the students at that school can see your job postings.

Continue following the prompts to create your employer account and contact 928/523-1087 if you have any challenges.

**Switch between "Employer" and "Student/Alumni" views:** Click on your name in the upper-right-corner and select "Switch Users" to choose a new view.