

# JOIN US ON HANDSHAKE

## *Set-up and Training for Faculty & Staff*



### How To Get Started:

1. Go to R-Net and click on Handshake from the right navigation bar. You can also access Handshake through FoxLink, under the “Community” tab.
2. Select Rollins College Sign In.
3. Use your Rollins email address and password to login
4. Create your profile!
  - a. TIP: All faculty and staff have been provided with a *Student Account* on Handshake, so you are able to view what your students see!
  - b. TIP: Please **DO NOT** make your profile visible to employers; we want you to stay at Rollins!
  - c. TIP: It is recommended that you designate yourself as a “Freshman” when creating a profile. Since Handshake content is customized for each class year, you are able to view the events and other opportunities pertaining to all first-year students. If desired, you can always select a different class year.
  - d. TIP: Click on the User Settings option under your name to change how often you receive notifications from Handshake.
5. Sign up and RSVP for events in Handshake by clicking on “Events” in the left-hand column.

\* If you are unable to log in, please feel free to contact the Center for Career & Life Planning at (407) 646-2195.

### Handshake Training Sessions:

#### *#FYA Handshake Sessions: Olin 220/Creativity Lab*

Sept. 9, 2015 ~ 3-4pm  
Oct. 6, 2015 ~ 12-1pm  
Nov. 19, 2015 ~ 4-5pm  
Feb. 2, 2016 ~ 3-4pm

#### *Handshake Meet-ups: Warden Dining Room*

Sept. 3, 2015 ~ 12:30-1:30pm  
Sept. 17, 2015 ~ 12:30-1:30pm  
Oct. 8, 2015 ~ 12:30-1:30pm

#### *Instructional Design & Technology Workshop: Olin 225*

Oct. 26, 2015 ~ 3:30-5pm

#### *Handshake Resources (Click for more information)*

1. CLP’s Handshake Website
2. Handshake Handout For Students and Alumni
3. Create your Handshake account
4. Updating your Account Settings
5. Request an Appointment via Handshake

join us on  
**handshake**



rollins.edu/careercenter

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