Handshake Account Set Up Instructions

1. Log into the computer (use your CSUN ID & Password)
2. Open a browser
3. Go to http://csun.joinhandshake.com
4. Click on "Sign up for an Account"
5. Use your CSUN email address to set up the account (*do not use a personal email address*)
6. Select California State University Northridge for school
7. Make sure to fill in the following:
    a. School Year (Freshmen, Sophomore, Junior, Senior, Masters, or Alumni)
    b. Education - use the section already there for CSUN - David Nazarian College of Business and Economics (do not add a separate entry for CSUN)
        i. Include current Degree program (Bachelors or Masters)
        ii. Include Major (Professional Accountancy, Pre-Accountancy or Information Systems) - the Major determines whether or not your resume shows in the resumes needing review queue
        iii. Include Dates (Start Date and End Date)
    c. Fill in your profile and determine your settings as you have time (sooner than later!)
8. * For Masters students, if you attended CSUN as an undergrad, use the CSUN - David Nazarian section for your current Masters degree program so that it shows as "primary education", and add a separate section for the prior undergraduate degree
9. * For MST students, in addition to "Taxation", also include "Professional Accountancy" as your Major
10. * For CIT students, include "Information Systems" for Major