

Set Up a Handshake Account

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