

# Creating your Green River College On-Campus Employer account using the Company Model Configuration

Each **department (office, division, club)** is set up as their own separate company profile in Handshake.

Each campus department will manage their own staff/faculty and postings. The first person to create the employer account for the department will be the owner and responsible for managing the account. Anyone else who joins after the employer account is set up will need to be approved by the account owner before they can join and post a job.

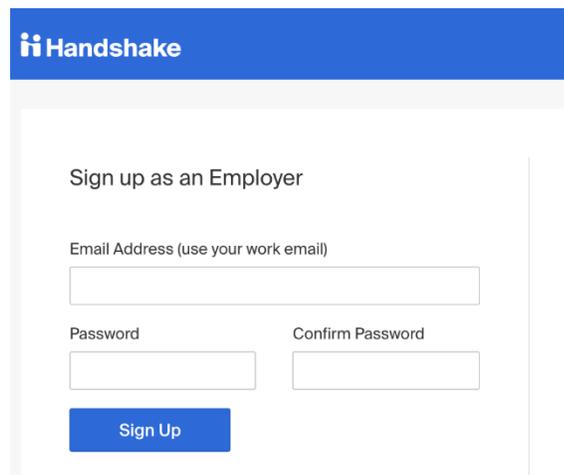
## STEP 1. Get started

Visit [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new) and **Sign Up** using your @greenriver.edu employer email address .

Enter your desired password

Note: passwords on Handshake must:

- Contain eight characters or more
- Contain characters from two of the following three classes:
  1. Alphabetic (e.g., a-z, A-Z)
  2. Numeric (i.e. 0-9)
  3. Punctuation and characters (e.g., !@#\$%^&\*()\_+|~-=\`{}[]:"';<>?.,/) )



The image shows a screenshot of the Handshake 'Sign up as an Employer' form. It features a blue header with the Handshake logo. The form includes fields for 'Email Address (use your work email)', 'Password', and 'Confirm Password', followed by a blue 'Sign Up' button.

## STEP 2. Create your profile

After clicking the blue **Sign Up** button, you will be asked to create your profile.

**Note:** your name, job title, and Alma Mater & graduation year are displayed on your user profile. If you choose later on to be visible on your company's profile, students will be able to view your user profile.

## STEP 3. Create OR join a Green River College employer account

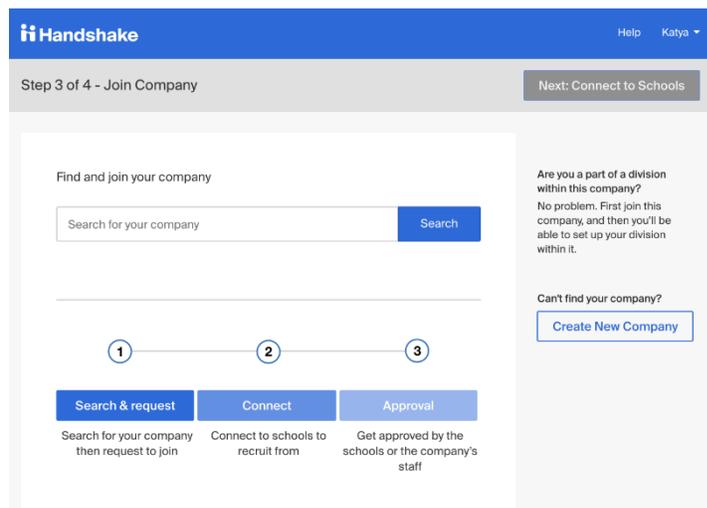
The screen will display a list of company profiles associated with your email domain. The determination is based on the email you signed up with. Green River College employer accounts will only show up if you set up your account using your @greenriver.edu email. If you see your department then select the name and click Next.

If you DON'T an employer account for your Green River College *department/office/division/club*, you will select **Create New Company**.

When Creating a new company, make sure to use the naming system:

**"Green River College – Department/Office/Division."**

**STEP 4.** After clicking Next: Connect to Schools or create a new company profile, choose Green River College to connect to.



The image shows a screenshot of the Handshake 'Step 3 of 4 - Join Company' screen. It features a blue header with the Handshake logo and 'Help' and 'Katya' links. The main content area has a search bar for finding and joining a company, a progress indicator with three steps (1, 2, 3), and a 'Create New Company' button. The progress indicator shows step 1 as 'Search & request', step 2 as 'Connect', and step 3 as 'Approval'.

*Congratulations, you have successfully registered with handshake!*