

Creating Supervisor Handshake Profile

In order to be able to search for students and temporary employees in handshake, every hiring official needs to create a profile. Before creating a profile, a user account must be created by the Student Employment Office (SEO). Most supervisors already have a user account which allows him/her to access Handshake. However, any supervisor who cannot access Handshake when through <https://my.utrgv.edu>, must contact SEO at studentemployment@utrgv.edu for user account setup assistance or for troubleshooting.

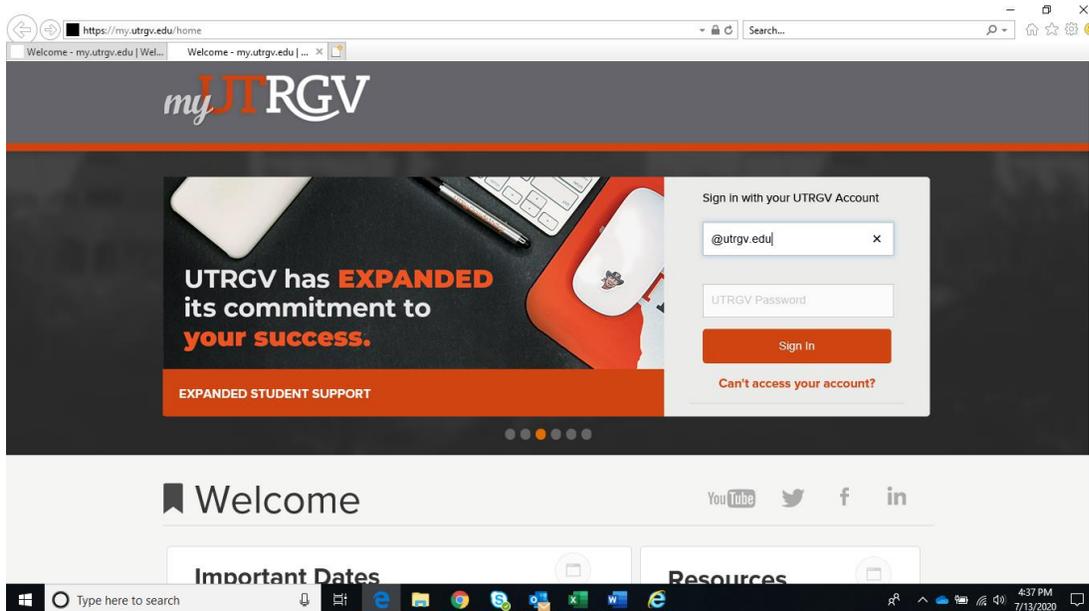
Note: If you are a new faculty or staff employee and need access to Handshake, creating your own user account will not grant you access as your user account must be created and approved by (SEO).

Once the supervisor user account has been created and/or is properly working, the hiring official will be able to create his/her profile and/or update it if changes are needed. The following steps provide a guide for how to create and/or change your name or other information shown on your profile.

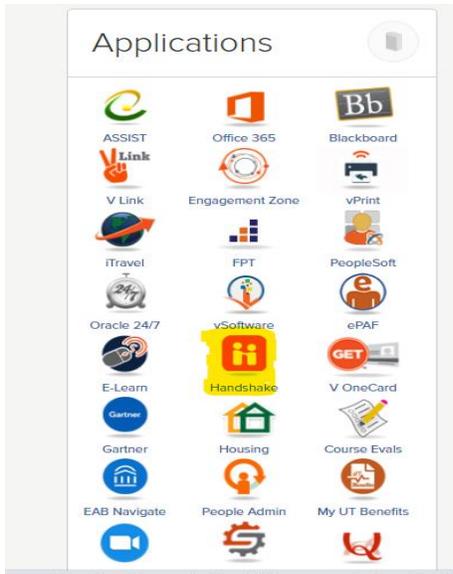
Logging into Handshake

There are two ways for logging into Handshake. One is through the Single Sign On <https://my.utrgv.edu> link and the other is directly through the Handshake link <https://utrgv.joinhandshake.com>.

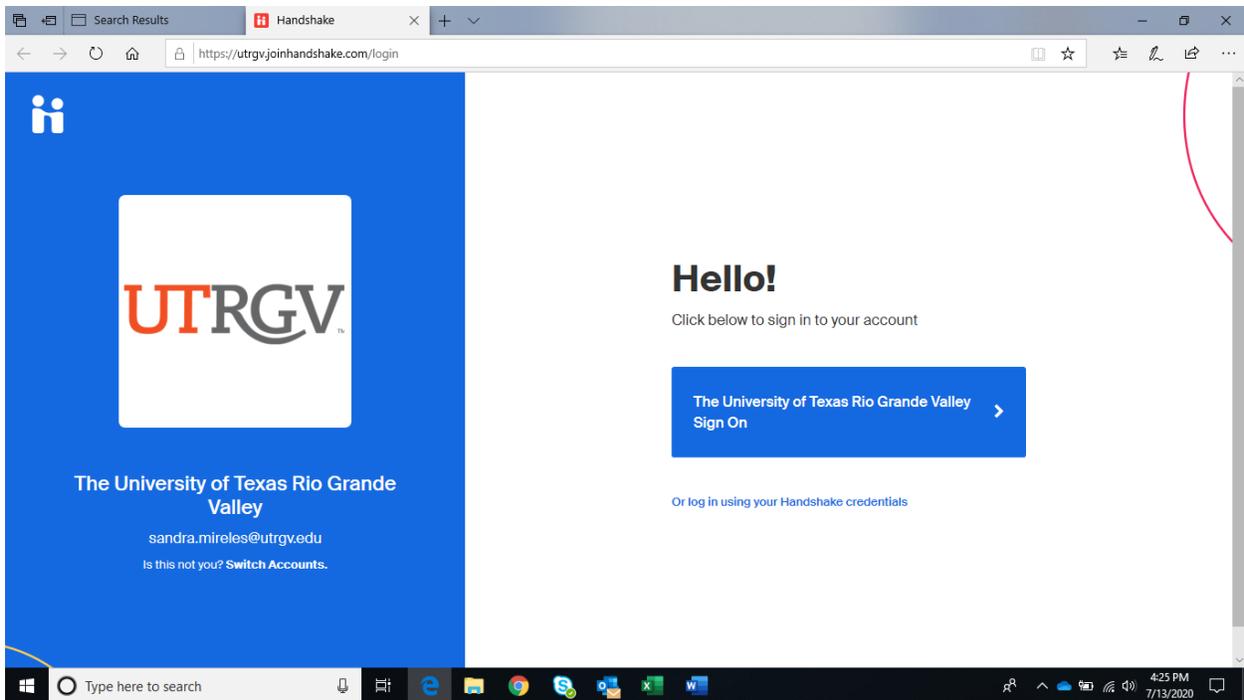
Log into <https://my.utrgv.edu/home> , enter your UTRGV credentials (username/password) and Sign In.



Under **Applications** click on **“Handshake”** and it will take you directly into the Handshake home page.
Tip: Handshake works best if using Chrome.

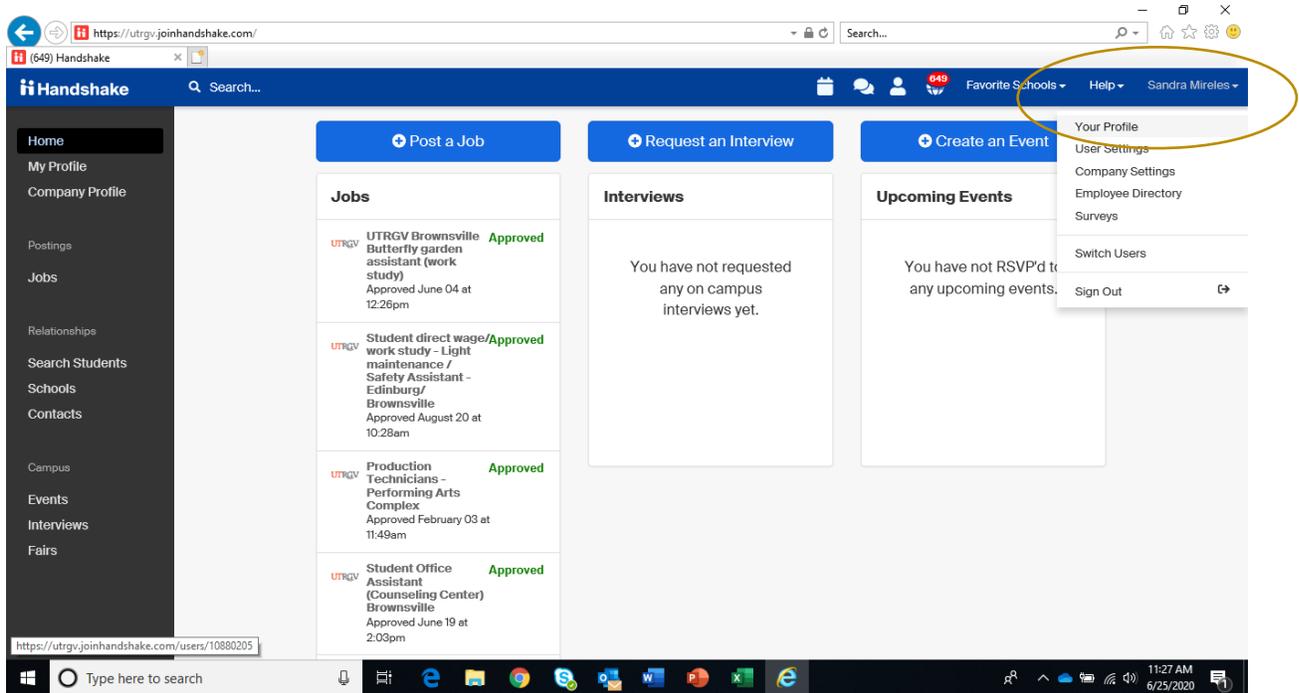


Should you stay inactive while logged into Handshake, you will be logged out and will see this “Hello” page. Just log back in. You may need to enter your UTRGV credentials again.

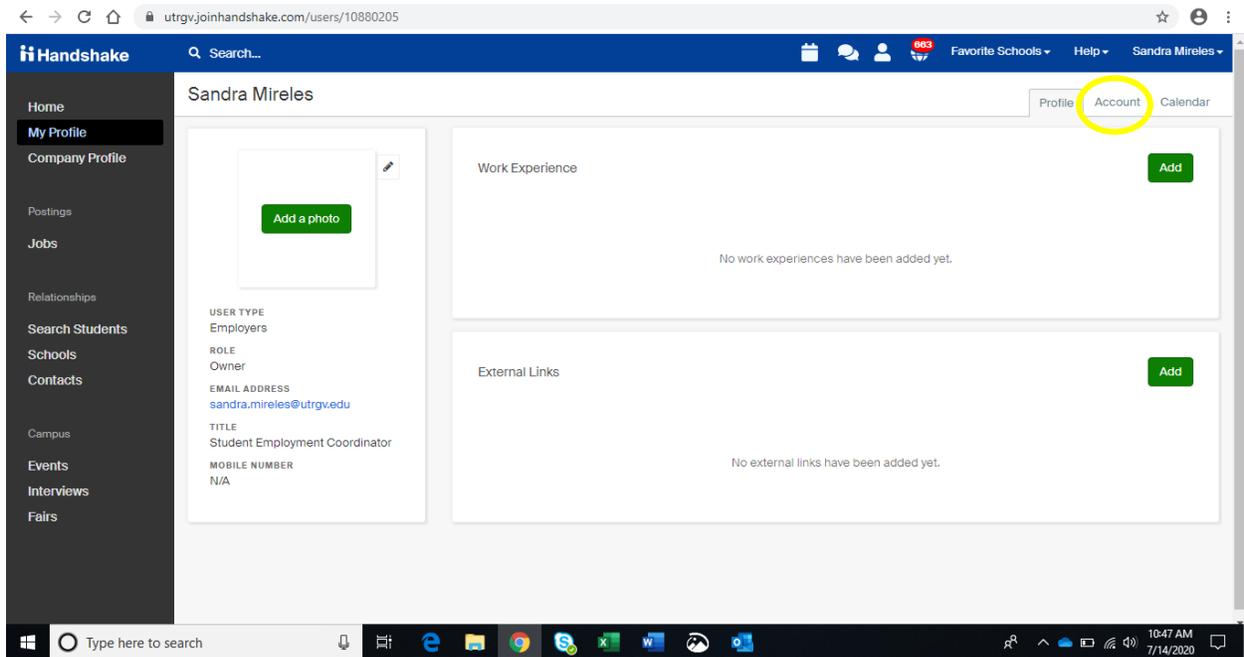


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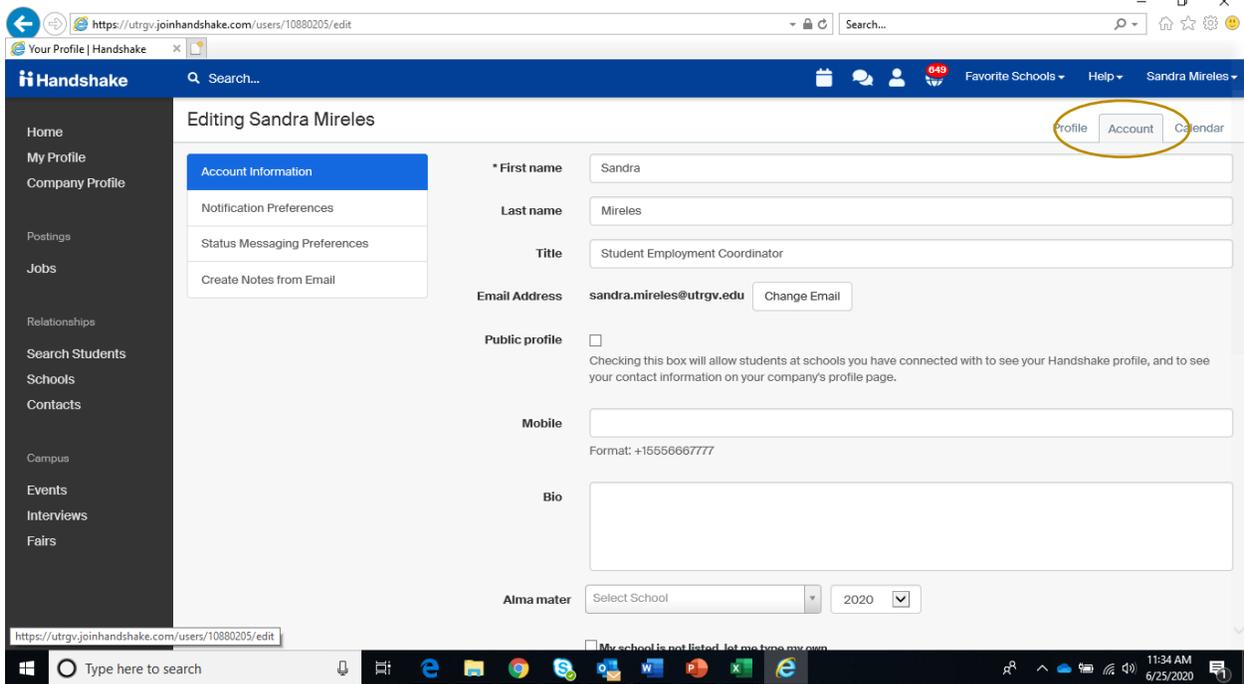
To create or update your profile from the homepage, click on your name at the top right-hand corner of the page and click on “Your Profile”.



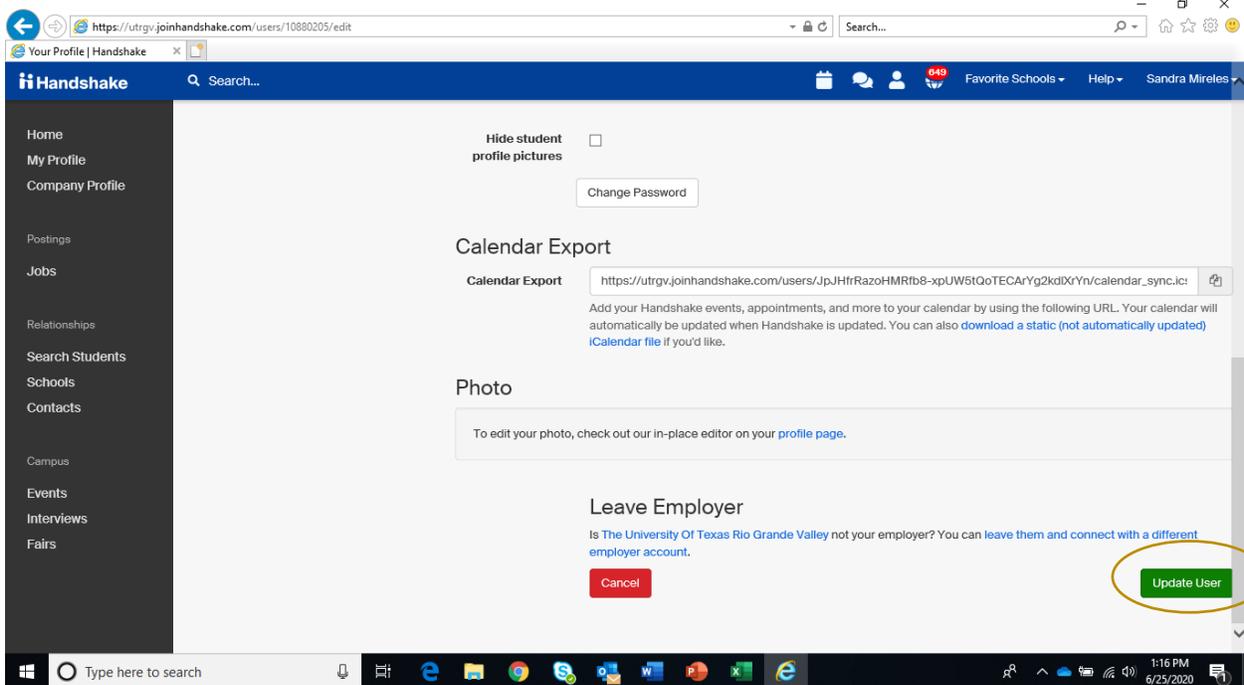
From the Profile page, click on the next tab “Account”.



Under the “**Account Information**” section, as seen on the left side in blue, you can complete your first/last name, title, and e-mail address.

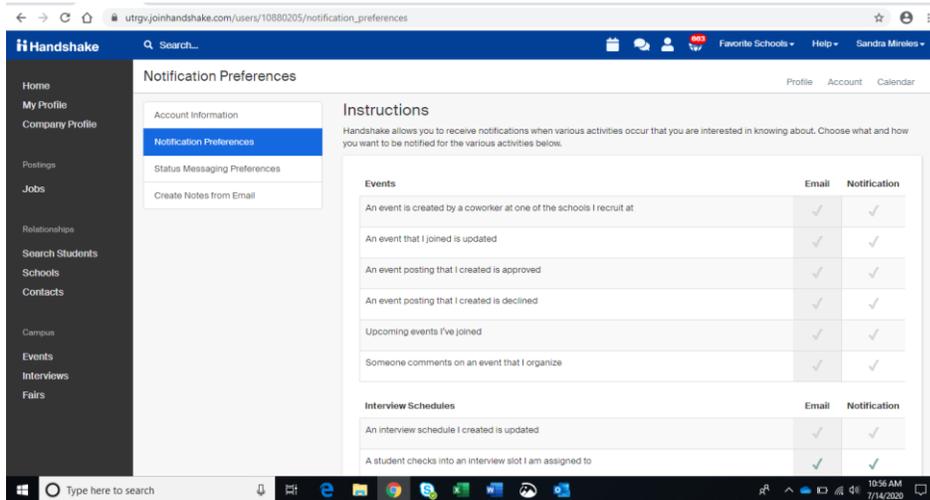


The last step is to Click on “**Update User**” to save your changes.

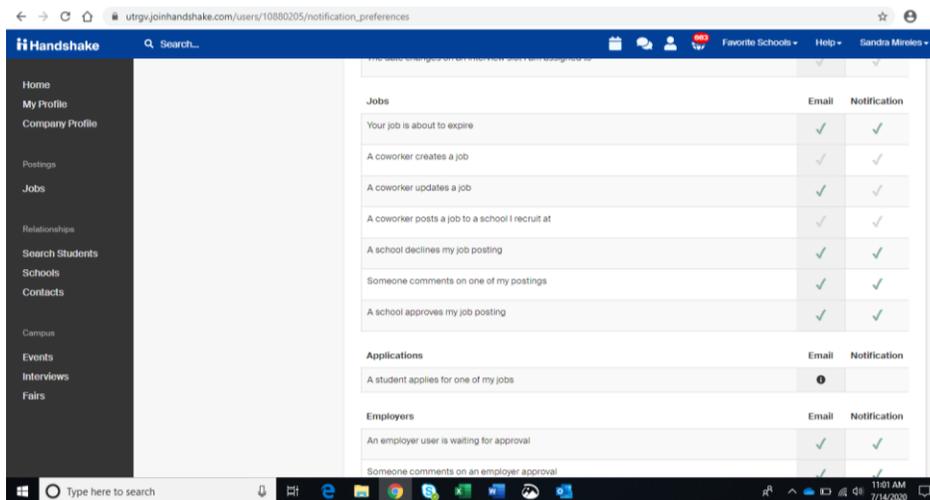


Notification Preferences

The Notification Preferences allow the hiring official to select certain notifications from Handshake when various activities occur, which you want to be informed about. Click on the check mark for either E-mail and/or Notification for the activity you want to be notified about.



The “Jobs” and “Applications” categories are the sections most common a hiring official would like to be notified on. A notification will not be sent if the item is unchecked.



Once you have provided this information, your profile is established and you are ready to start searching for student.