Creating Supervisor Handshake Profile

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. Most supervisors already have a user account which allows them to access Handshake. However, any supervisor can access Handshake by logging in to https://my.utrgv.edu/. For user account setup assistance or troubleshooting, supervisor must contact Student Employment Office at studentemployment@utrgv.edu.

Tip: 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 the Student Employment Office.

Once the supervisor user account has been created and/or is properly working, the hiring official will be able to create the 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 in to Handshake

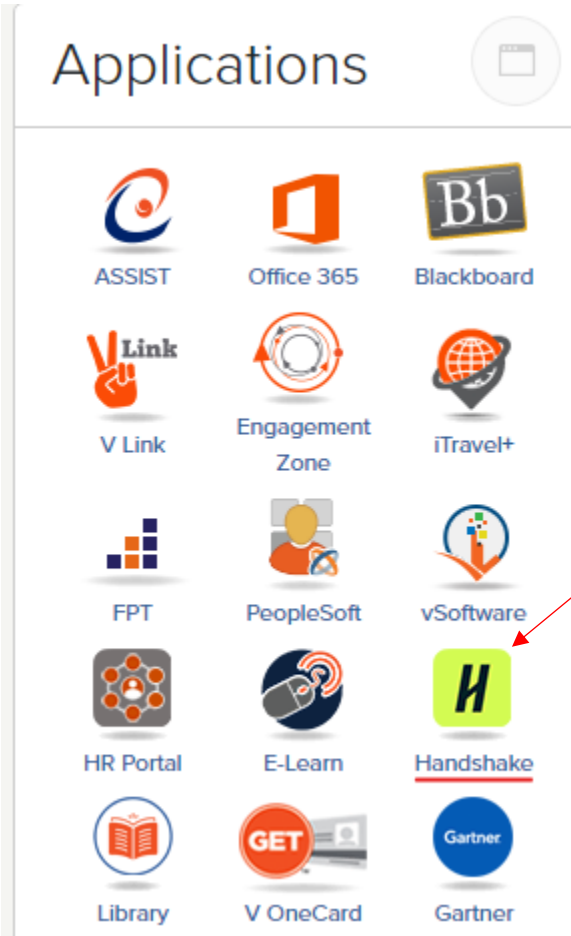There are two ways for logging in to Handshake:

1. Single Sign On https://my.utrgv.edu/
2. Handshake link https://utrgv.joinhandshake.com

Log in to https://my.utrgv.edu/home , click **"Sign In"** and enter your UTRGV credentials (username/password).
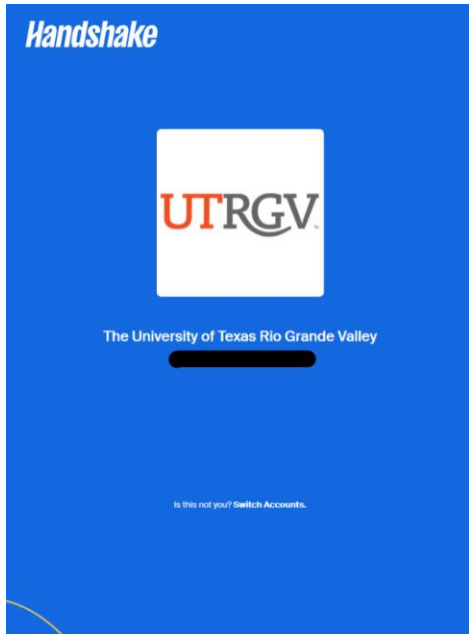
Under **Applications** click on "**Handshake**".

Tip: Handshake works best if using Chrome.

*Tip: If you become inactive while logged in to Handshake, a **Hello** page will appear. This will mean that you are logged out and will have to re-enter your UTRGV credentials.*

Creating a Handshake Profile

To create or update your profile, click on your name at the top right-hand corner of the page and click on "**User settings**".

You will be re-directed to your **Account Information**. Under the **Account Information**, you can update your first/last name, title, and e-mail address.

Click on "**Update User**" at the bottom of the page, to save the changes.

Notification Preferences

The Notification Preferences allow the hiring official to select certain notifications from Handshake when various activities occur. Check off which activity you want to be notified about, via email and/or notification.

*Tip: Most commonly, hiring officials select **Jobs** and **Applications** categories to receive notifications. Notifications will not be sent if the item is unchecked.*

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