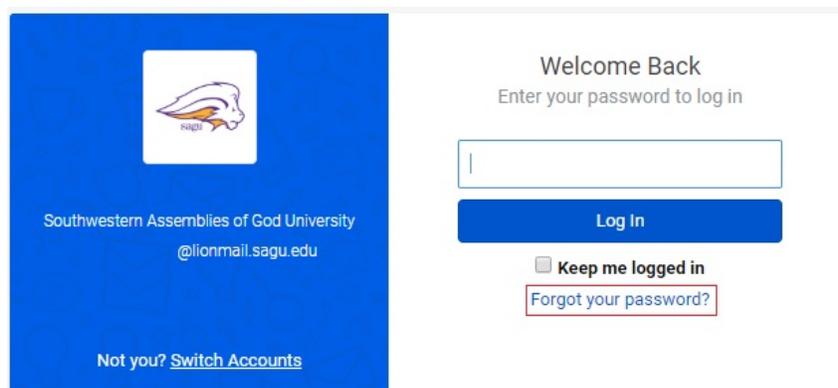


Getting Started With **HIREaLION**: Students

powered by  handshake

Ready to start using Handshake? Great! Here are five quick steps you can take to jump-start your Handshake experience:

1. **Login to Handshake.** You should have a link from the email your Career Development sent you. If you don't have that email, try finding your school's Handshake page using this URL convention: sagu.joinhandshake.com. Once you're on your school's page select **Southwestern Assemblies of God University Single Sign On**, enter your **Lionmail Account** and select '*Forgot your password?*' as seen in the image below. Make sure to enter your **Lionmail** and follow the directions.



2. **Upload a document.**

- You'll likely want to have a public resume available in Handshake for employers (and your school's Career Development team) to see. To learn more about how to upload a document, read [How do I add \(upload\) a new document?](#)

3. **Fill out your profile.**

- Some of your information will already be in your Handshake profile (this information would have been provided by your Career Development Center, usually with support from the school registrar). Check to be sure all pre-loaded information is correct. Pay especially close attention to your major and GPA (if included). If you find an error in any of your profile data, contact your school's Career Development Center to correct it. (Note: Handshake is unable to change any of your profile data, so contacting your school is best.)
- You'll need to decide whether to make your profile public or private.
 - A public profile, and most information in the profile, can be seen by any employer on Handshake and by your Career Development Center. (Note: There are some Handshake profile components, like GPA, that

have their own privacy settings. So you can make your profile public, but your GPA private, for example). Your profile can't be seen by other students or by Career Development Centers at other schools.

- If you make your profile private, it can only be seen by you and your school's Career Development Center.
- You can switch your privacy status at any time, from private to public or from public to private.
- The more information you add to your profile, the easier it will be for employer to find you and to make good decisions about whether or not you might be a good fit for their job postings.

4. Take Handshake for a spin.

- Use the landing page, top search bar and filters to look for companies and jobs you're interested in learning more about or applying to. Remember, you can always save your searches in Handshake so finding relevant employers and jobs will be easy.

5. Follow some jobs and employers you're interested in.

- When you follow an employer or a job, you can begin filtering based on companies you follow.

Once you've taken these five steps, you'll be on your way to using Handshake to help you efficiently and effectively launch your career.

The screenshot shows a Handshake profile for a user named Judah Lion. The profile is for a Senior student at Southwestern Assemblies of God University, majoring in Business Administration at the College of Business & Education. The profile is public to employers. The Education section lists Southwestern Assemblies of God University as primary education, with a start date of August 2014, majoring in Business Administration and minoring in Management. The Work Experience section lists a role as Team Mascot at Southwestern Assemblies of God University from January 1963 to the present (55 years, 7 months) in Waxahachie, TX, with roles as School Spirit Leader, Sports Enthusiast, and Loyal. The profile level is 'On top of the world'. There are buttons for 'See Employer View' and 'Make Profile Private'. The top navigation bar includes 'handshake', a search bar, and links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Judah'.