

# Handshake: How to Change Resume Visibility to Employers

## 1 Login

Login to Handshake student portal at <https://louisville.joinhandshake.com/login> using ULink credentials and *NOT* your UofL email address.

Login to Handshake using your ULink username and password.

Username  
k0huds02

Password  
.....

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

Note ULink credentials as username and not UofL student email.

## 2 Select your name on right side of navigation bar to open drop-down menu

Jobs Events Q&A Students Messages Career Center - Kyle -

### 3a Select "Documents" from the drop-down menu

My Profile  
Documents  
Applications  
My Reviews  
Career Interests

### 3b Or Select "My Profile" from the drop-down menu

My Profile  
Documents  
Applications  
My Reviews  
Career Interests

Once on profile page, scroll down to "Documents" section on left side and select green "Manage Documents" button.

Documents

You have 1 document. Click Manage Documents to select which ones to show publicly on your profile. Add your resume, cover letters, and other documents.

Manage Documents

## 4 Check "Visible" bubble

Check the "Visible" bubble located on the same row as your resume document upload. Uncheck this button to make your resume private.

### Resumes

Name	On Profile	Date Added
My Resume.docx	<input checked="" type="checkbox"/> Visible	September 4th 2019

Green notification will appear confirming your resume visibility change.

My Resume.docx is now visible on your profile. X