

# Handshake: How To Complete Your Profile

## 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  
.....

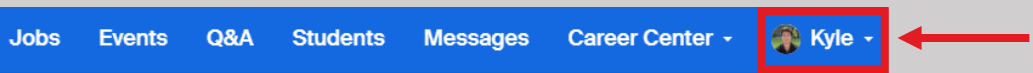
Don't Remember Login

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

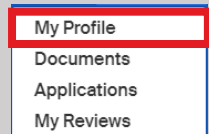
Login

Note ULink credentials as username and not UofL student email.

## 2 Select the profile drop-down menu on the right side of the navigation bar



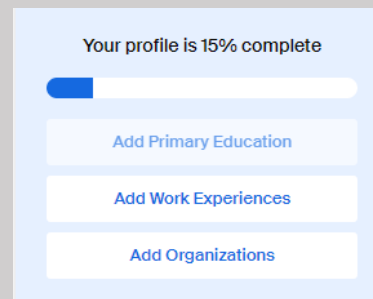
## 3 Select "My Profile" from the drop-down menu



## 4 View the Profile Completion bar

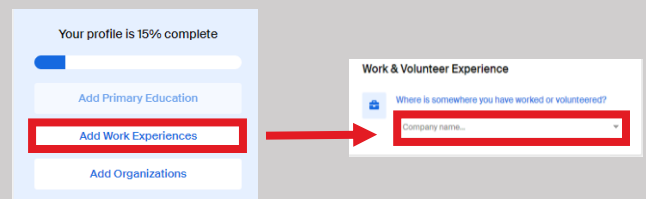
On the left side of your profile page, you will see a Profile Completion bar that shows how close your profile is to being complete!

Click the buttons under the bar to fill out the missing sections of your profile. Once all the sections have been filled out, your profile will be complete!



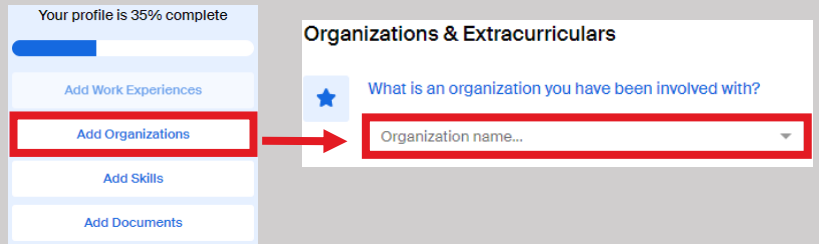
## 5 Adding work experience

Click the "Add Work Experiences" button. Handshake will then take you to the Work & Volunteer Experience section of your profile. Click in the text box to start filling in the details of a work or volunteer experience you have had. Once finished, click the green save button that appears at the bottom right of the work experience entry form.



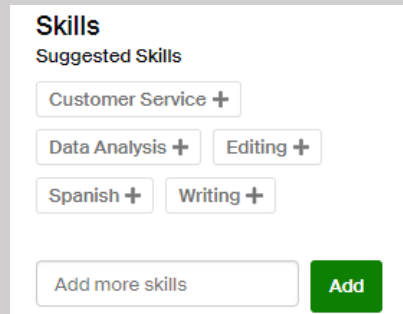
## 6 Add organizations

Click the “Add Organizations” button. Handshake will then take you to the Organizations & Extracurricular section of your profile. Repeat the same process you did to add work experience, this time adding any participation in student organizations or extracurricular activities.



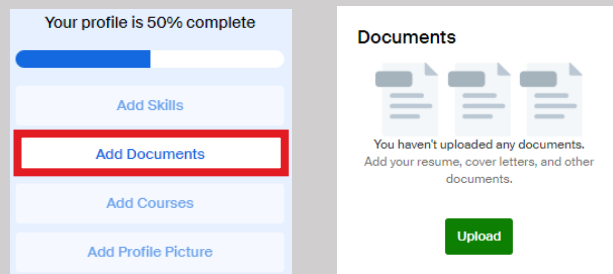
## 7 Add skills

Click the “Add Skills” button. Handshake will then take you to the Skills section of your profile. Select suggested skills and/or add more skills by typing in the text box and clicking the green **Add** button



## 8a Add documents (resume)

Click the “Add Documents” button. Handshake will then take you to the Documents section of your profile. Select the green **Upload** button.

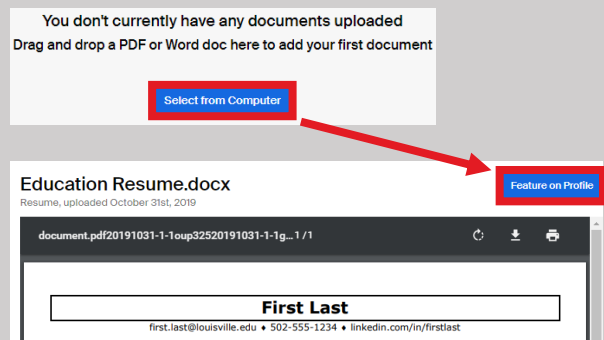


## 8b Selecting a document

Click the blue “Select from Computer”. Select the file you want to upload. Once the file has been added, you can click the blue “Feature on Profile” button to make it visible to employers.

(Make sure to submit your resume to Document Drop first so it can be reviewed by the University Career Center!

<http://louisville.edu/career/forms/document-drop/>)



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## Add journey (bio section)

Click the “Add Journey” button. Handshake will take you to the My Journey section of your profile and you can type in a brief professional bio. Once finished, click the green **Save** button.

Your profile is 85% complete

**Add Journey**

**Add Projects**

**My Journey**

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

**Save**

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## Add projects

Click the “Add Projects” button. Handshake will then take you to the Projects section of your profile. Type in the name of your project(s) and click add. Fill in details as you did when adding work experience. Click the green **Save** button when finished.

**Projects**

What are some projects you have been a part of? Some ideas are publications, photos, presentations, pitch decks, websites, etc...

Project name...

**Add**