

Handshake: How to Change Your Profile Privacy Setting

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.

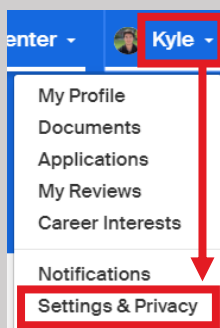
Login

Note ULink credentials as username and not UofL student email.

2 Select "Settings & Privacy"

Open your profile drop-down menu located on the top right of the home page, on the navigation bar.

Then click "Settings & Privacy" on the drop-down menu.



3 Scroll down to "Privacy"

Scroll down to the "Privacy" section under the "Account Information" section. Select desired privacy setting and click **Save Update** at the bottom of the page when finished.

Privacy

Community **Recommended**

Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to message students and alumni who have similar interests or experiences.

Employers

Your profile will be visible to employers. You may receive messages about potential job opportunities.

Private

You'll be able to apply for jobs but won't get contacted by any employers.

4 Privacy options

You have three privacy setting options on Handshake:

- **Community** – your profile will be visible to all employers, students, and alumni on Handshake including other universities and colleges. You will also be able to message students and alumni (see Peer Messaging guide)
- **Employers** – your profile will be visible to employers only. You may receive messages about potential job opportunities.
- **Private** – your profile will not be visible to employers, students, or alumni. You are able to apply for jobs.

Note - These privacy settings do not effect your resume visibility.