**WHAT IS HANDSHAKE?**

Handshake is USD Career Development’s job portal, host for career counselor appointments, on-campus interview schedules, career events and registration, and career resources.

A key benefit of having Handshake access is to be able to see the internship and job opportunities your students see.

**SIGN UP**

1. Send your name, email, title, & department to jmateo@sandiego.edu
2. Wait for a confirmation email
3. Go to [https://sandiego.joinhandshake.com/](https://sandiego.joinhandshake.com/)
4. Click “University of San Diego Sign On” and use MySanDiego login*
5. That is it! You now have access to Handshake

*If you do not have access to a @sandiego.edu email, contact jmateo@sandiego.edu

**HELP**

Visit Handshake’s How To for any navigation/functional support:

[Handshake How To](#)

If you are still having trouble, feel free to contact Judd Mateo, at jmateo@sandiego.edu

**GUIDELINES**

We ask that you use Handshake responsibly and follow these guidelines:

- Please **DO NOT** change your first name, leave as “Faculty”
- Please **DO NOT** change your “school year,” “education level,” or “college” on your profile
- Please **DO NOT** upload or post any offensive language
- Respect Handshake’s Terms of Service

If you have any questions or concerns, please contact jmateo@sandiego.edu immediately.

**Note:** The Career Development Center reserves the right to suspend or terminate your account at its sole discretion