

Handshake

Login Instructions

Current Students

1. [Sign in](#) using your U of I username and password credentials (the same you use for MyUI, email, etc.).
2. On your first login, you will be prompted to complete your profile and choose settings to increase Handshake's ability to match you to jobs, internship and employers that fit your interests. Settings can be changed at any time.

Alumni and Former Students

1. [Log in to create an account](#)
2. Enter an email account (this does not have to be a .edu account).
3. Select "University of Idaho" as your school and then provide the required account information.
4. An email from Handshake™ will be sent to your inbox. Follow the email instructions to confirm and verify your address. By doing so, you will be brought back to the Handshake™ login page.
5. Once on the login page, select "University of Idaho" as your school to sign in.
6. Select the option "sign in with your email address" and enter the address chosen in step 2.
7. Enter your password created in step 3 and log in. Once signed in, a request will be sent to Career Services to join Handshake™ and access all features. You will receive an email from Handshake™ that confirms your request has been sent.
8. Request will be approved within 1-2 business days. You will receive an email from Handshake™ when your request is approved.
9. On your first login, you will be prompted to complete your profile and choose settings to increase Handshake's™ ability to match you to jobs, internships and employers that fit your interests. Settings can be changed at any time.

Questions?

For password/username assistance or help using the system, call Career Services at 208-885-6121 or email careerservices@uidaho.edu.

Schedule an Appointment

Current Students

1. Use your Vandal account to log in to [Handshake](#)
2. Click on "Career Center," then "Appointments," then click the button to Schedule a New Appointment
3. Select a category based on what you need assistance with, then choose the appointment type that best fits what you need help with.
4. Next, you'll see a screen with several filters along the top: "Category," "Type," "Staff Member" and "Appointment Medium."
 - a. Filter by **Appointment Medium** by virtual or in-person.
This will then display all available time slots which can be accessed in that medium. Click on your preferred timeslot to continue.
 - b. Filter by **Staff Member** to view availability for each Career Consultant.
Select an available appointment time. Please note that appointments must be scheduled at least 12 hours in advance. If you need an appointment sooner or can't find a time that fits your schedule, call Career Services at 208-885-6121.
5. Please provide any information that you would like your Career Consultant to know in advance of your appointment.

Alumni

1. If you have an active Handshake account you can schedule directly (you can also [request an account](#) to be activated).
2. You can also email careerservices@uidaho.edu to schedule an appointment.

At the Time of Your Appointment

In Person

Please arrive 5-10 minutes early for your appointment. Be sure to double check the location of your appointment in your confirmation email from Handshake. Career Consultants may be taking appointments from multiple offices throughout the week.

Virtual

The Zoom link for your appointment can be found in the confirmation email from Handshake.

Cancelling or Rescheduling Your Appointment

To cancel an appointment, go to 'Appointments'. Click on the appointment, then click the red 'Cancel' button. Feel free to leave a message for the Career Consultant if applicable.

Reschedule an appointment, you will first need to cancel your existing appointment and then schedule a new one.

If you need to switch formats (virtual or in-person) after scheduling your appointment, please email the Career Consultant directly.

Double-Booking Policy

Handshake does not allow students to book a second appointment prior to completing a first appointment. This is to ensure that all students have equitable access to our services. If you believe you need more than your scheduled appointment, you may request one with the staff member you are working with or submit a request to careerservices@uidaho.edu.