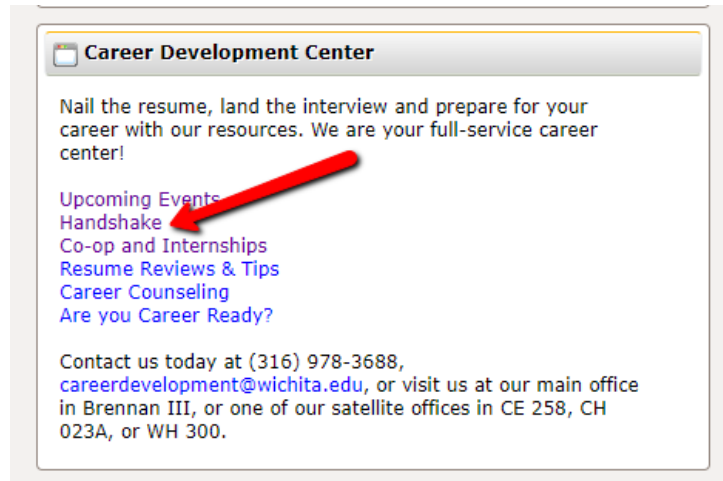


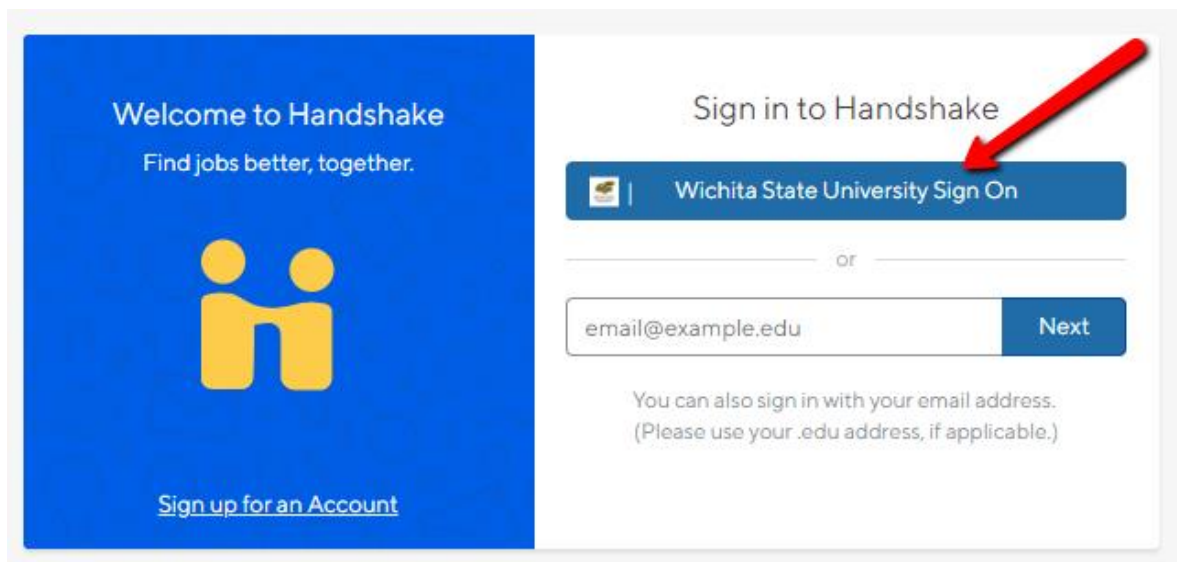
## How to Log in

Login to your myWSU account and locate Handshake in the Student Tools tile



## WSU student's that are enrolled in classes already have a profile in Handshake!

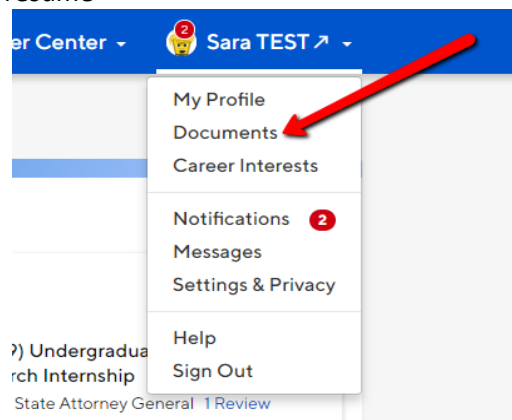
Once you're on the WSU page, click the **Wichita State University Sign On**, use your WSU id and your password that goes with it. (don't use the email sign in when logging in for the first time)



Complete your profile information - the more details you provide, Handshake's algorithms will deliver customized content tailored to your preferences!

## Upload Your Resume to Handshake

On your profile scroll down to the Documents tile on the right hand side of your screen  
Select "Upload" and attach your resume



### **Need help prior to putting together your resume?**

Need more assistance on your resume- find out the do's and don'ts here- [RESUME TIPS](#)

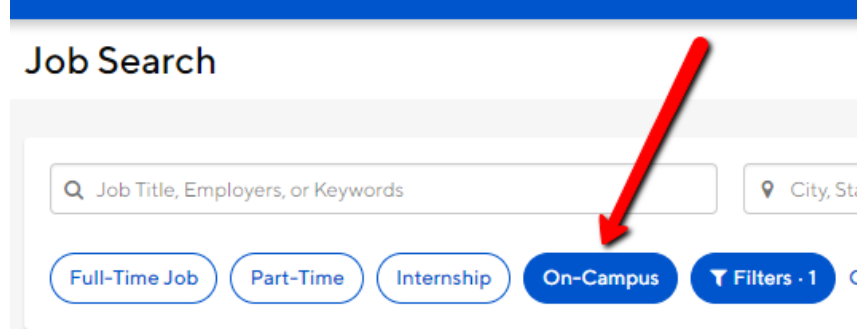
We have a variety of resume samples you can view – [RESUME SAMPLES](#)

### **Searching for On-Campus Jobs**

Once you've created your profile and uploaded your resume you're ready to search for jobs!

Select the Jobs tab at the top of your screen

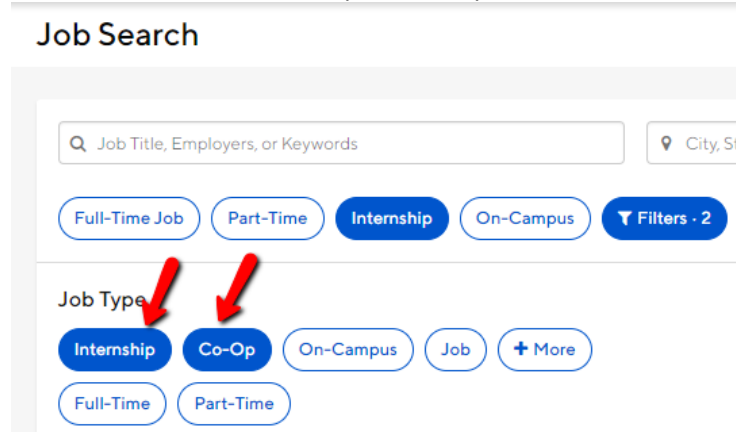
Filter On-Campus jobs by clicking the On-Campus jobs button



### **Searching for an Internship OR Co-op Position**

Select the Jobs tab at the top of your screen

Click on the Filters button and select the Internship and Co-op button

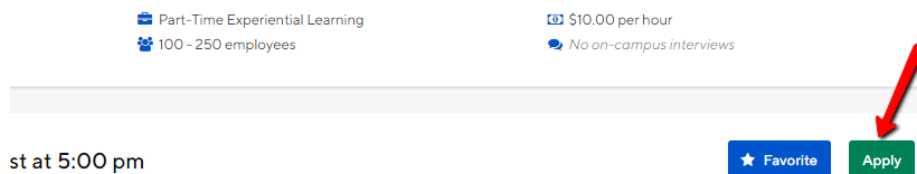


### **Apply to a position**

Find a position you are interested in and click on the title

Click the green "Apply" button on the right hand side of the screen, attach your resume (*and other documents if requested*)

Apprent-ICT



### **Need additional help?**

If you have questions or need more information about Handshake you can call the Career Development Center at (316)978-3688, email [careerdevelopment@wichita.edu](mailto:careerdevelopment@wichita.edu) or visit the [Handshake Help Center](#)