Create your Handshake Profile

Incoming Freshman and Transfer:

- 1. Visit the <u>Bears4hire Portal</u> to create your profile
- 2. Select "You can also sign in with your email address" underneath the blue [University of Central Arkansas Single Sign on] button
- 3. Type in your cub.uca.edu email address
- 4. Check your email to confirm your new Handshake account
- 5. Complete questionnaire (you may exit this at any time)
- 6. Click the green [Launch] button to confirm your Handshake account

Current Students:

- 1. Visit the <u>Bears4hire Portal</u> to create your profile
- 2. Select the **blue** [University of Central Arkansas Single Sign on] button and sign in using your UCA username and password.
- 3. Click the green [Add Your Graduation Date] button and add your graduation date
- 4. Click the green [Get Started] button to read and complete the questionnaire (you may skip this questionnaire at any time
- 5. Click the green [Launch] button to confirm your Handshake account
- 6. After you have created your account, you will be given the opportunity to review the information that you entered & upload your resume.
- ★ Congratulations Freshmen, Transfer and Current Students! Your account should be approved within the next 24 business hours. You will receive an e-mail when your account is confirmed!

For a Handshake "Getting Started" article with screenshots, visit <u>https://support.joinhandshake.com/hc/en-us/articles/218693368-Getting-Start</u>ed-with-Handshake