

HANDSHAKE EXPERIENCE INSTRUCTIONS

Step 1 - Log into Handshake

Click on the blue ECU Login button.

<https://eku.joinhandshake.com>



Eastern Kentucky University

EKU Login >

You can also sign in with your email address.
(Please use your .edu address, if applicable)

Step 2 - Log into Handshake

- You should see an ECU login screen.
- Your Username is the first part of your ECU email before @mymail.eku.edu.
- Your Password is the same as you would use to access your email.

A screenshot of the Eastern Kentucky University CAS login page. It features a maroon header with 'EKU CAS' and 'Login'. Below the header is a section titled 'Enter your Username and Password' with input fields for 'Username' and 'Password'. There is a 'Login Help' link and a 'Username-Students' section with instructions: 'The part of your email address before the @ sign (Example: jane_doe112@mymail.eku.edu: jane_doe112)'. Below that is a 'Password-All' section with the instruction 'Your email password'.

Step 3 - Request an Experience

- Identify your Faculty Coordinator at <https://oacs.eku.edu/co-op-coordinator-list> Click on Find Your Coordinator.
- If you are unsure of how many credit hours to request, contact your Academic Advisor.
- In Handshake click on Career Center & click Request an Experience.
- Provide a well-written detailed job description using proper capitalization and punctuation.
- Please answer ALL questions.

Step 4 - Assignments

- Locate the semester time sheet in Handshake under Career Center>Resources.
- Follow the instructions listed on the time sheet.
- Complete the student evaluation that will be emailed from Handshake during the last 2 weeks of the semester. Supervisor evaluations will be emailed from Handshake at the same time. Both evaluations may go into a spam or other folder.