HANDSHAKE EXPERIENCE INSTRUCTIONS

Step 1 - Log into Handshake

Click on the blue EKU Login button.

https://eku.joinhandshake.com

Step 2 - Log into Handshake

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

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.**