

# Pueblo Community College Career Service Guide

## Career Connections - Handshake

Employers, are you looking for a tool to connect with our students? Students, are you looking for a job? **Handshake** is an electronic software that allows for students to connect with industry employers locally and nationally. Employers can post criteria and required skills for their open positions, review students resumes, and browse the PCC population.

Handshake "How To" Guides

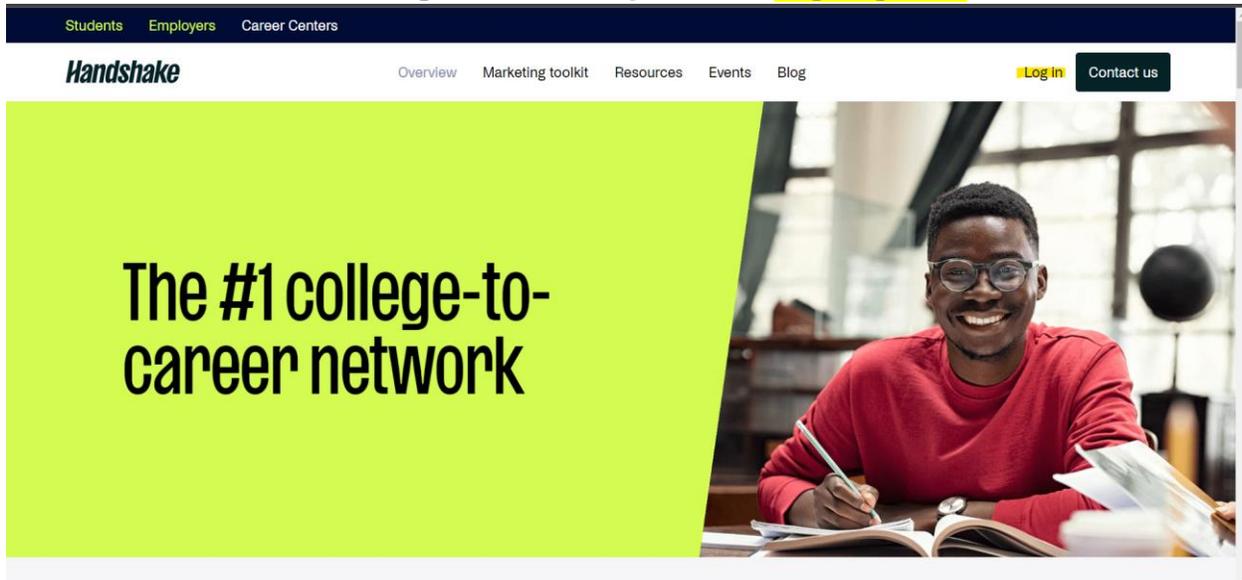


# Student “How to” Guide to using Career Connections **New User Never Signed Up Before**

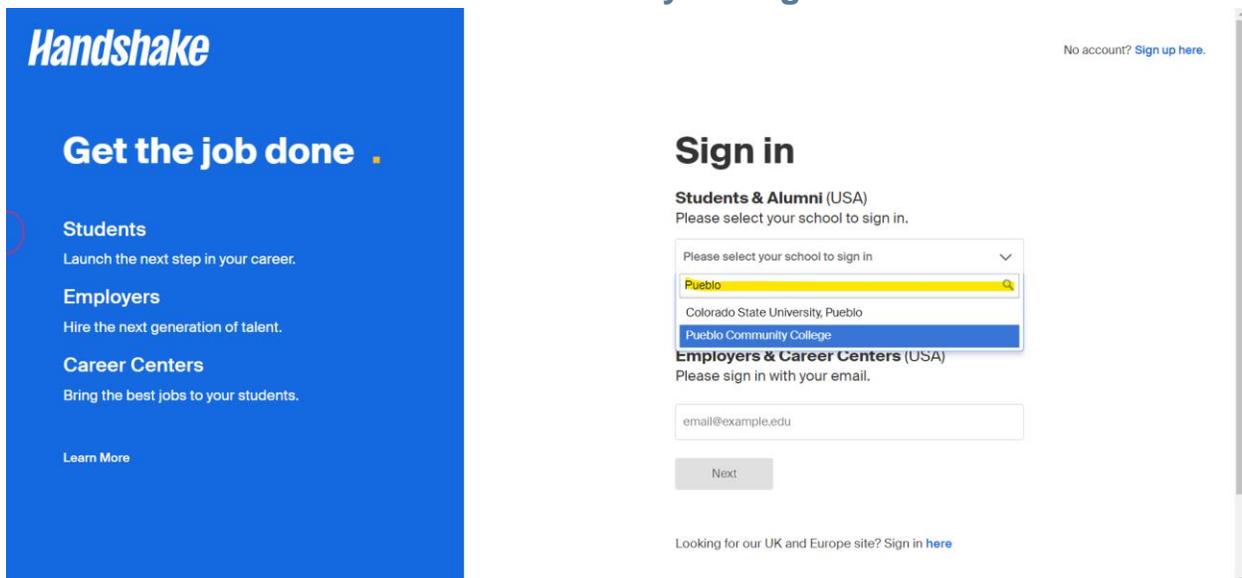
**First:** If you are a new user of this platform contact the Office of Career and Community Connection @ Jimmie.Romero@pueblocc.edu or Financial Aid @ Eric Schwien 719-549-3032

Open Handshake Via link of website: or click here:  
<https://joinhandshake.com/career-centers/>

Click Login on the top left as **highlighted**:



Search for Pueblo Community College and click Next:

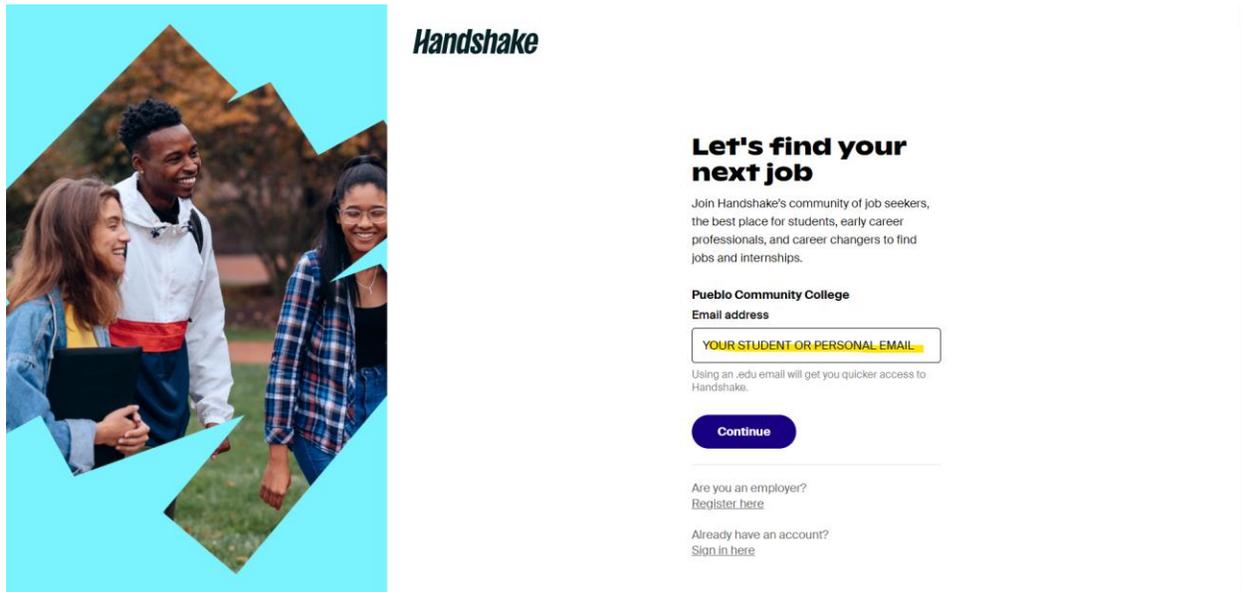


Click "Sign Up Here" in top right not email / S number login



The image shows the top portion of the Handshake website. On the left is a blue sidebar with the Handshake logo and navigation links: "Get the job done", "Students", "Employers", "Career Centers", and "Learn More". On the right is the main content area for Pueblo Community College, featuring the college logo, "S Number Login" and "Email Login" buttons, and a QR code for the Handshake app. A yellow highlight is placed over the "Email Login" button.

ENTER IN YOUR STUDENT OR PERSONAL EMAIL ADDRESS



The image shows the registration form on the Handshake website. On the left is a photo of three students. The form includes the Handshake logo, the heading "Let's find your next job", a description of the platform, and a registration form for Pueblo Community College. The form asks for an "Email address" and has a yellow highlight over the input field containing the text "YOUR STUDENT OR PERSONAL EMAIL". Below the form are links for "Continue", "Are you an employer? Register here", and "Already have an account? Sign in here".

## Confirm email from handshake

Reply Reply All Forward IM

Handshake <handshake@m.joinhandshake.com> | Romero, Jimmie 10:41 AM

**Email Confirmation**

Retention Policy | Inbox180 (6 months) Expires 4/15/2024

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**EXTERNAL MAIL: handshake@m.joinhandshake.com:** Do not click links or open attachments unless you recognize the sender and know the content is safe. Please contact your college IT Help Desk if you have any questions



# Confirm your email address on Handshake

Hi Jimmie,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

[Complete the questionnaire for profile creation](#)

[Any Questions contact Career Office: 719-549-3033](#)