

Create your Handshake Profile

Incoming Freshman and Transfer:

1. Visit the [Bears4hire Portal](#) 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 [Bears4hire Portal](#) 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

<https://support.joinhandshake.com/hc/en-us/articles/218693368-Getting-Started-with-Handshake>