

# Create your Student Handshake Profile

## **Incoming Freshman and Transfer Students:**

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 UCA email to confirm your new Handshake account
5. Click the green **[Add Your College Graduation Date]** and the degree you are working towards (ex: Bachelors, Masters, etc.)
6. **Please put your bear card number under “Auth Identifier”**
7. Complete questionnaire (you may exit this at any time)
8. 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. **Please put your bear card number under “Auth Identifier”**
5. Click the green **[Get Started]** button to read and complete the questionnaire (you may skip this questionnaire at any time)
6. Click the green **[Launch]** button to confirm your Handshake account
7. After you have created your account, you will be given the opportunity to review the information that you entered & upload your resume. **Please upload your resume.**

★ Congratulations Freshmen, Transfer and Current Students! Your account should be approved within the next 24- 48 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>