

HANDSHAKE EXPERIENCE INSTRUCTIONS

Step 1 - Log into Handshake

Click on the blue ECU Login button

<https://eku.joinhandshake.com>



Eastern Kentucky University



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 EKU CAS login page. It has a maroon header with 'EKU CAS' and 'Login'. Below 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) Incorrect: jane_doe112@mymail.eku.edu'. At the bottom, it says 'Password-All Your email password'.

Step 3 - Request an Experience

- Click on Career Center-Click Request an Experience
- Answer all the questions
- Provide a well-written detailed job description using proper capitalization and punctuation
- Identify your Faculty Coordinator at <https://oacs.eku.edu/co-opinternships>
- You must complete a minimum of 80 hours of work per each credit hour requested
- If you are unsure of how many credit hours to register for, contact your Academic Advisor

Step 4 - Assignments

- Locate the ECU Waiver & the Co-op Orientation Agreement under Career Center>Resources
- Download and save the documents on your desktop
- Fill out documents and save & upload to Career Center>Experience>View Details>Add Attachment
- **You cannot be registered until these forms and have been uploaded**
- Download and save the semester time sheet
- Track ALL hours worked
- Time sheet should automatically calculate
- Upload time sheet on due date to Career Center>Experience>View Details>Add Attachment
- Handshake will email the evaluation to you and your supervisor during the last 2 weeks of the semester