



Rollins School of Public Health Employer Handshake Account Set-up

1. Click this link to connect with RSPH: https://rsph.joinhandshake.com/login?school_approval_token=oNoloq3yPAAtC97pEaW6fd0SbkvjMmSgM
2. Click **Sign Up for an Account** and then click **EMPLOYER**.
3. Fill in your information and click **Sign Up**.
 - *Be sure to use your work email address.*
4. Enter your recruiting interests and click **Continue**.
5. Read the Employer Guidelines, Terms of Service and Privacy Policy.
 - If you are a third party recruiter, select **Yes**. If not, select **No**.
6. Check your inbox for a confirmation email to verify your account. *It should arrive within 10 minutes.*
7. Then you will be taken to the page to join your company. Click **Join**.
 - If this is not your company or no company is pre-populated here, use the search bar to find your company.
 - If your company is not in the system, you can click **Create New Company** to create your company profile.
8. You should be automatically connected with Rollins School of Public Health. If not, you can request to connect by searching for RSPH and clicking the **+** button.

**** If you're having issues with your account approval, please send us an email at rsphcareerdev@emory.edu to get your account approved. ****

For more instructions and other tutorials, please see the [Handshake Help Center](#) page.



Rollins School of Public Health Employer Handshake Account Set-up

*Please make sure to join your **correct company!***

- *Joining the correct company ensures that the job you post is listed with that company.*
- *If you are a **Rollins employee**, the website listed beside the company name should be: sph.emory.edu*
- *If you are an **Emory employee**, it should say: www.emory.edu (**NOT** www.career.emory.edu)**
- *If you are a **School of Medicine employee**, join Emory University School of Medicine: med.emory.edu*

« Please do NOT join the company that has this website address:
www.career.emory.edu

*This company is **Emory Career Center's (undergrad)** and you will **NOT** be able to post jobs to Rollins master's and doctorate students.*



EMORY
ROLLINS
SCHOOL OF
PUBLIC
HEALTH

Career
Development

If you have any questions about creating your Handshake account, please email us at rsphcareerdev@emory.edu.