



# 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](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](mailto:rsphcareerdev@emory.edu) to get your account approved. \*\***

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



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*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](http://sph.emory.edu)*
- *If you are an **Emory employee**, it should say: [www.emory.edu](http://www.emory.edu) (**NOT** [www.career.emory.edu](http://www.career.emory.edu))\**
- *If you are a **School of Medicine employee**, join Emory University School of Medicine: [med.emory.edu](http://med.emory.edu)*

**« Please do NOT join the company that has this website address:**  
[www.career.emory.edu](http://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.*



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ROLLINS  
SCHOOL OF  
PUBLIC  
HEALTH

Career  
Development

If you have any questions about creating your Handshake account, please email us at [rsphcareerdev@emory.edu](mailto:rsphcareerdev@emory.edu).