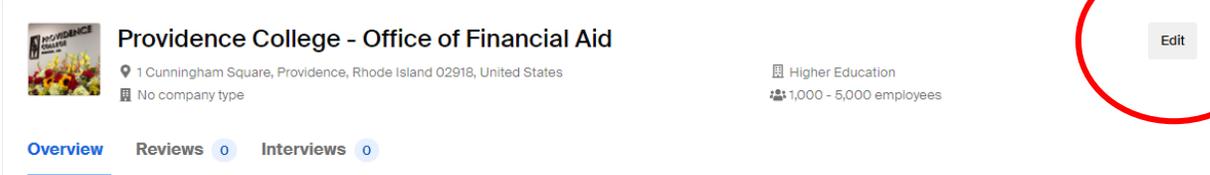




How to Transfer Ownership of your Department Page in Handshake

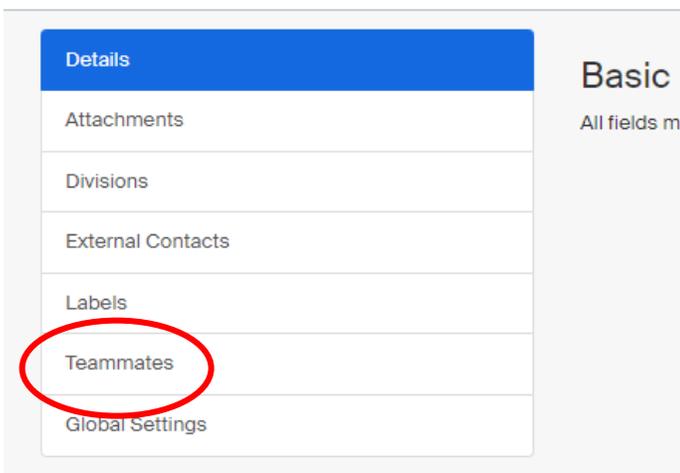


1
Select Company Profile (from left hand menu)



2
Select Edit

Providence College - Office of Financial Aid



3
Select Teammates

Representative	Yes	Core	Registered	...
Owner	No	Core		

- View profile
- Edit user
- Make visible on Company Profile
- Transfer ownership

4

Click the three dots to the far right on the profile you want to transfer ownership to

—

Select Transfer ownership from the drop down menu

Confirm transfer of ownership ✕

Are you sure you want to transfer ownership of the Providence College - Office of Financial Aid account? You will continue to have access as a recruiter.

Select a teammate

Cancel Transfer Ownership

5

Select a teammate from the drop down menu and hit Transfer Ownership