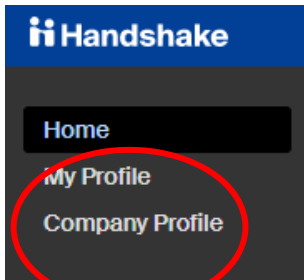


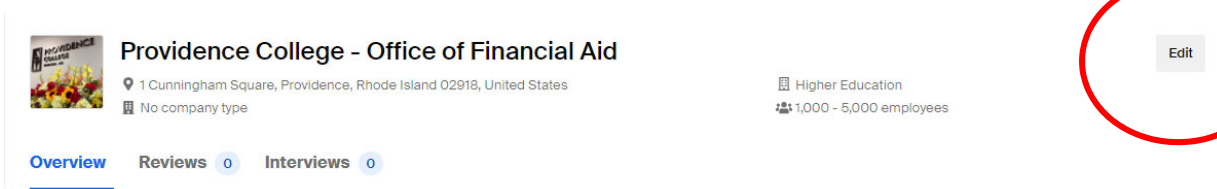


How to Add a Teammate To Your Department in Handshake



①

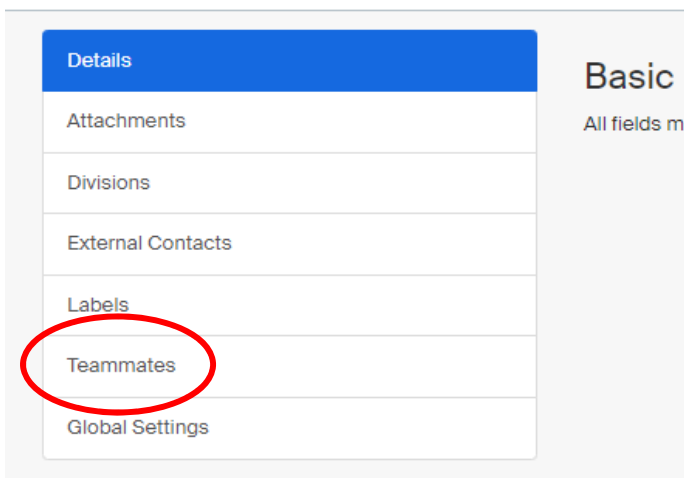
Select Company Profile (from left hand menu)



②

Select Edit

Providence College - Office of Financial Aid



③

Select Teammates

Copy Invite Link **Add Teammate Manually**

| Role | Visible on Company Profile | Seat Type | Status |
|-------|----------------------------|-----------|------------|
| Owner | No | Core | Registered |

1 / 1

4

Select Add Teammate Manually

New Teammate

Basics

Email Address: friardom@providence.edu


First name: Friar

Last name: Dom

Title:

Visible on Company Profile: ☒ Checking this box will allow students to see this user's contact information and have the ability to message this user on your company's profile page.

Bio: One of the scariest mascots on the East Coast!

Role: Recruiter (Standard) 

Mobile Phone Number: 401-885-1000
Format: +15556667777

Other

Message: Please join our department's page!

Message to include in the invite email:

Cancel **Create User**

5

Complete all fields and make sure Role is set to 'Recruiter' then click Create User

6

If successful you should see this message along the top of your screen

Your teammate should receive an email within minutes asking them to confirm their account

User added. An email has been sent to the new user with a link to let them set their password and login.

| Role * | Visible on Company Profile * | Seat Type * | Status * | |
|----------------|------------------------------|-------------|-------------------------------------|-----|
| Representative | Yes | Core | <div> <div></div> Registered </div> | ... |

7

Once your teammate confirms their account the status should change from Not Confirmed to Registered