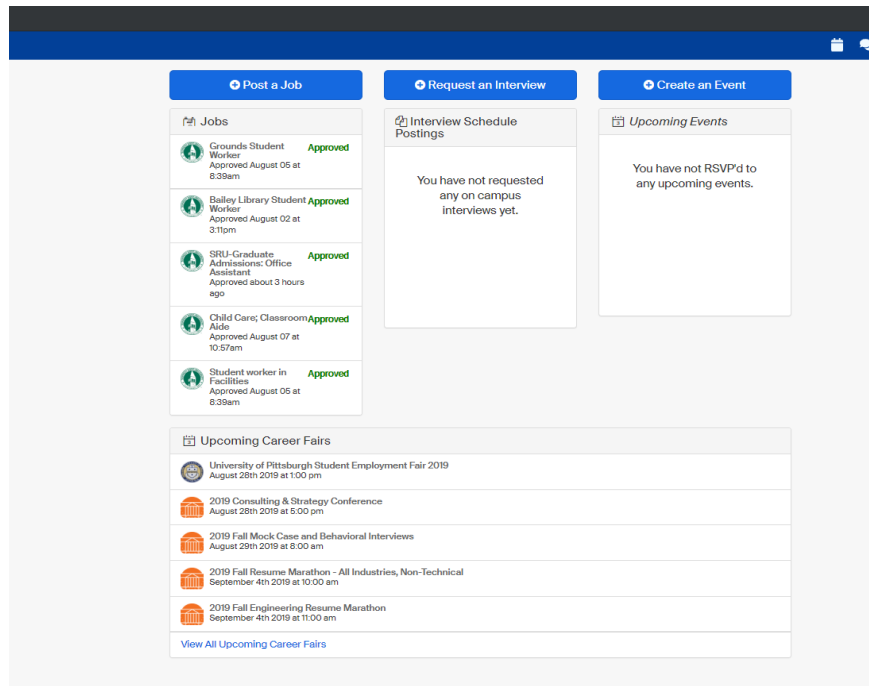
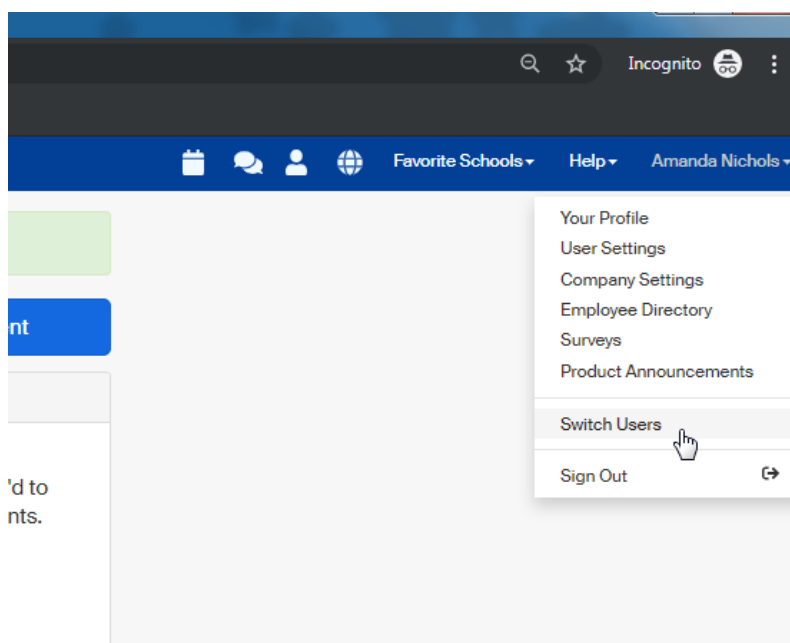


How to Switch User Accounts in Handshake

1.) Some individuals use Handshake for multiple purposes and have different accounts within the platform. **Due to this, when you log in, you may be taken to a different "home" screen and not your employer account.** If you do not see this screen when you log in, **follow the instructions below to switch user accounts.**

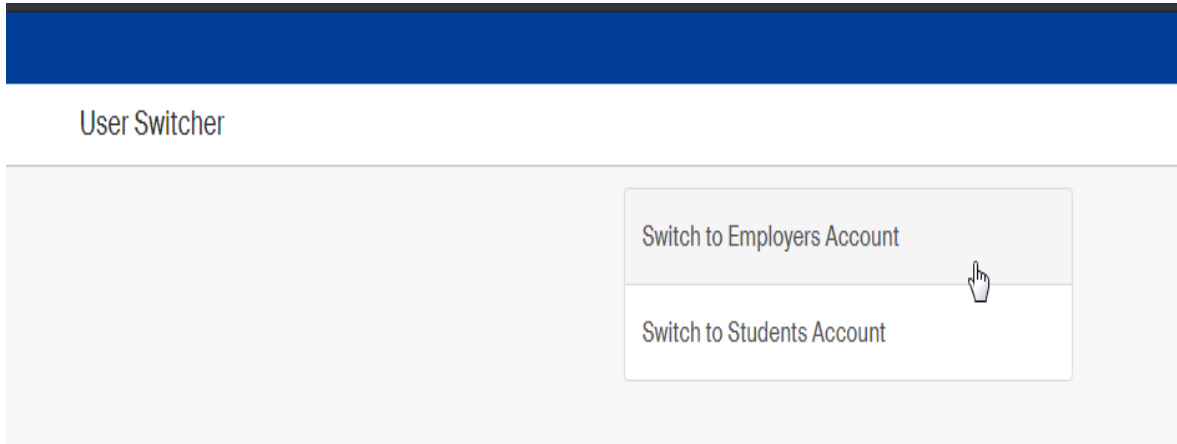


2.) Click on **your name in the upper right-hand corner** of the blue toolbar, and from the dropdown that appears choose **"Switch Users"**



How to Switch User Accounts in Handshake

3.) Click "Switch to Employer Account"



4.) This will take you to the **Employer Account** home screen. This screen is where you need to be to post a new student position.

