

Handshake Frequently Asked Questions

Handshake Help link: <https://app.joinhandshake.com/help>

How do I obtain my Handshake password if I forgot it?

www.bentley.joinhandshake.cme

If you do not use SSO to sign in, click “log in using your Handshake credentials”

Click on “Forgot your password?”

Enter your entire Bentley email address and instructions to reset your password will be emailed to you

How do I change my Handshake password?

Once you have successfully logged in, you will be on the Career Services Handshake home page:

Click on your name in the upper right corner

Click on **User Settings**

On the **Account Information** tab, click “change password”

How do I enter/update my “School Year” or “GPA” on my Handshake profile?

Certain fields, like *School Year*, *Major/Program*, and *GPA*, are locked and cannot be edited, as they automatically feed over from Workday nightly. If you feel that any of your information is incorrect, you can contact the Registrar’s Office at GA_Registrars_Office@bentley.edu and they should be able to assist you.

How do I enter my cell phone number on Handshake?

Once you have successfully logged in, you will be on the Career Services Handshake home page:

Click on your name in the upper right corner

Click on **User Settings**

On the **Personal Information** tab, you can enter your mobile phone number

How do I RSVP to Events?

Once you have logged in, select the **Events** Tab (5th tab on top), click on the Event you are interested in and there will be a **RSVP For Event** (blue button) or a link to an external registration site.

How do I view the opportunities that I have submitted to?

Once you have logged in, select the **Jobs** tab (1st tap on top), then click the **Applications** tab (3rd tap on top)

How do I retrieve my Bentley University “unofficial transcript” from Workday?

- Log into your Workday account
- From the home page, click on the academics button
- Select “view my academic record” and then select print on the top right
- Wait for it to show “download my academics record”
- Save your PDF file → upload onto the Documents section of Handshake

How do I find the Virtual Career Center section of Handshake?

This is where you will find all Employer Data Sheets as well as all other Career Services documents.

Once you have successfully logged in, you will be on the Career Services Handshake home page:

Click on the **Resources** tab on the left side of the screen

How do I “withdraw” an application previously submitted for a campus interview date?

From the **Applications** tab, you can see what you’ve applied to, you click on the particular job and if the submission deadline has NOT passed, you will see a **Withdraw Application** button.

****Note that if the application method was to an external link outside of Handshake, you cannot withdraw your application once it is sent.**

Why have you called or emailed me to reschedule my interview?

Very often, employers make changes to their interview schedules after students have signed up. We must then contact students to change the time of their interview. Please return our telephone calls or emails as soon as possible so we may reschedule your interview and notify the employer that their schedule is confirmed.

How do I sign up or decline a campus interview that I have been invited to attend?

If you apply and are selected to interview, you will see the interview schedule appear when you are within your **Applications** tab. When you have been selected as a **Primary** candidate for an interview slot, you will receive the notification email listed below. You can click the interview link and select **Slots** open to primary candidates or **Decline** if you are not interested.

Hi <STUDENT FIRST NAME>

Congratulations! You have been selected to interview for <JOB NAME> with <EMPLOYER NAME> on <INTERVIEW DATE>.

On <ALTERNATE SIGN UP DATE> <EMPLOYER NAME> will invite more students to sign up, so please be sure to choose a slot before then.

You may now take a slot by clicking here: <INTERVIEW LINK>