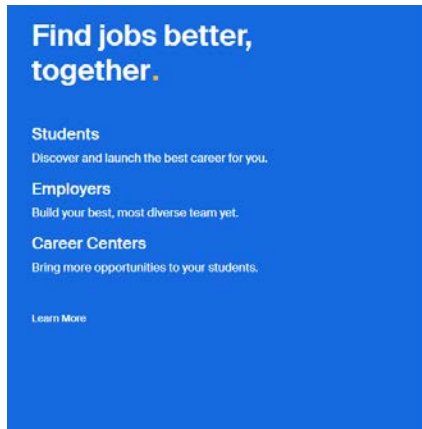
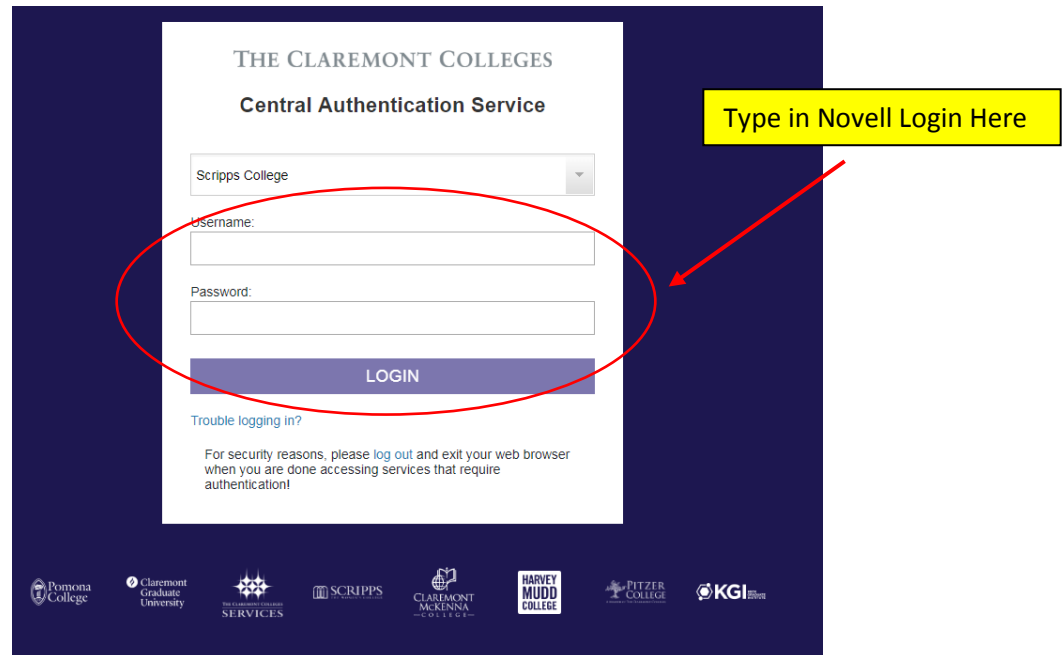


# Step-by-Step Guide to Signing up for your Career Planning & Resources Orientation

1. Type in **scripps.joinhandshake.com** in your search engine.
2. Click on the **Scripps College Sign-On** button.

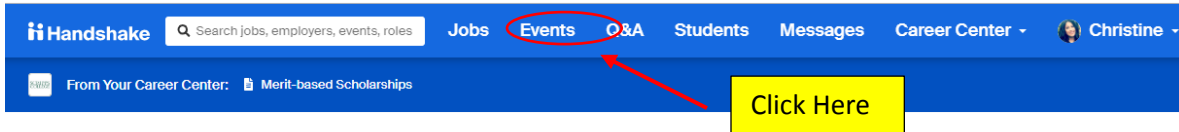


3. Confirm that **Scripps College** is listed on the institution drop-down, then type in your **Novell login** that you received from the IT office.  
*(For questions about your Novell login, check-in with your Peer Mentor)*



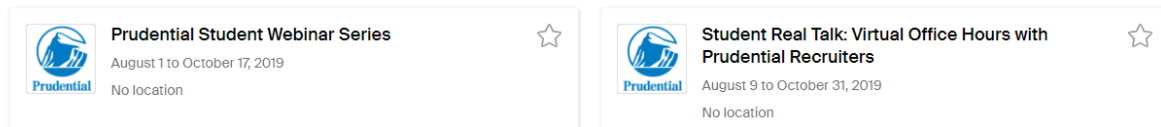
4. **(A) First time logging in to Handshake?** You will need to set-up your Handshake account by selecting you basic career interests and job industry fields, etc. (CP&R will walk you through this during your Career Planning & Resources Orientation).
- (B) Logged in to Handshake already?** Refer to Step 5.

5. Click on the **Events tab** on the top of the page.

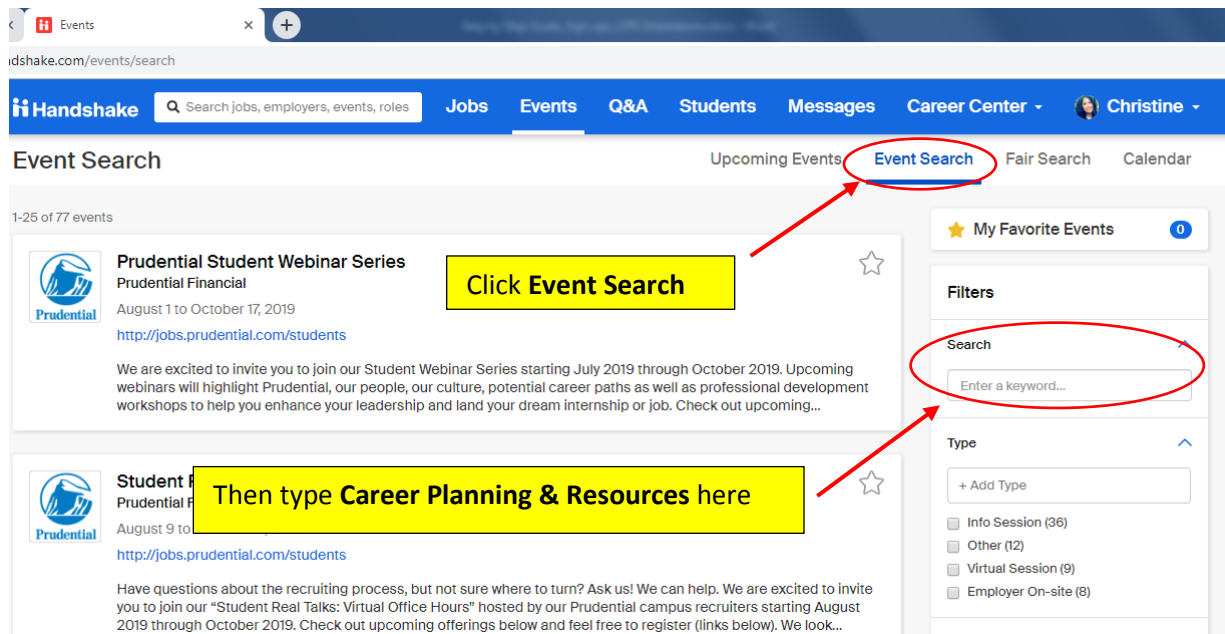


### Upcoming Events →

Events recommended by your career center and happening soon



6. Click on the **Event Search** tab, then type in **Career Planning & Resources** in the Search filter.



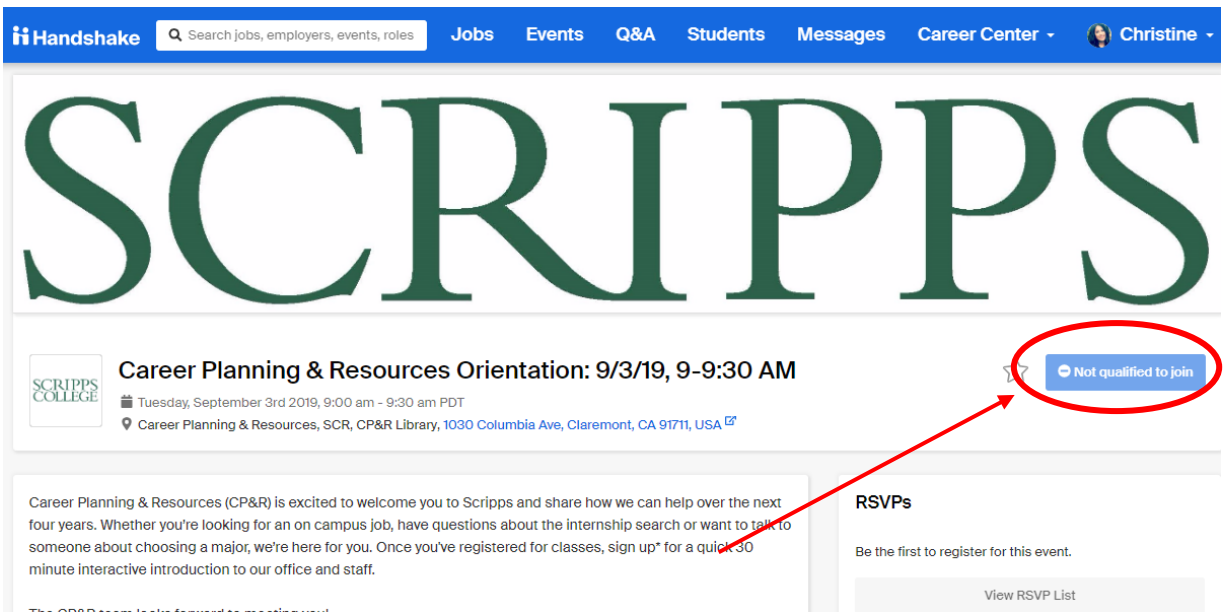
7. A list of Career Planning & Resources Orientation date and times will populate. Click on the **event with the date/time that works for you.**

The screenshot shows the Handshake 'Event Search' interface. The top navigation bar includes 'Handshake', a search bar, and tabs for 'Jobs', 'Events', 'Q&A', 'Students', 'Messages', and 'Career Center'. The user is logged in as 'Christine'. The main content area displays '1-9 of 9 events' and lists four 'Career Planning & Resources Orientation' events at Scripps College on September 3, 2019. The events are scheduled for 9:00-9:30 AM, 10:00-10:30 AM, 2:00-2:30 PM, and 3:00-3:30 PM. A right-hand sidebar contains a 'My Favorite Events' section and a 'Filters' panel with options for 'Type' (Info Session, Workshop), 'Host' (Scripps College), 'Owner' (Scripps College), and 'Label'. A search bar in the sidebar contains the text 'Career Planning & Resources'.

8. To reserve your spot for the orientation you selected, click on **RSVP for Event.** (If the orientation date/time slot is full, you will not be able to RSVP and will need to select another date/time).

The screenshot shows the event detail page for 'Career Planning & Resources Orientation: 9/3/19, 9-9:30 AM' at Scripps College. The page features a large 'SCRIPPS' logo at the top. Below the logo, the event title and details are displayed. A yellow callout box with the text 'Click here' points to a blue button labeled '+ RSVP for Event'. The event description states: 'Career Planning & Resources (CP&R) is excited to welcome you to Scripps and share how we can help over the next four years. Whether you're looking for an on campus job, have questions about the internship search or want to talk to someone about choosing a major, we're here for you. Once you've registered for classes, sign up\* for a quick 30 minute interactive introduction to our office and staff. The CP&R team looks forward to meeting you!'. On the right side, there is an 'RSVPs' section with the text 'Be the first to register for this event.' and a 'View RSVP List' button.

9. **Transfer Students:** If you selected an orientation event date/time, and see the icon below (see red circle), reach out directly to **Christine Camacho** in the CP&R office at [ccamacho@scrippscollege.edu](mailto:ccamacho@scrippscollege.edu). She will work with you to schedule your **Career Planning & Resources Orientation**.



10. Once you **RSVP for your orientation**, or if you scheduled it through Christine Camacho, you will receive a **confirmation notification from Handshake**.

***If you have a laptop, please be sure to bring it with you to your Career Planning & Resources Orientation.***

Whether you're looking for an **on campus job**, have **questions about the internship search** or want to talk to someone about **choosing a major**, we're here for you. Once you've registered for classes, sign up for a quick 30 minute interactive introduction to our office and staff.

We'll review how to get the most out of **Handshake**, our online internship and job portal, show you how to update your career interests so you receive relevant emails from our office, and discuss other helpful online resources, including our instagram **@scrippscp\_r** and facebook account **@ScrippsCPR** where you can learn more about our team and what we do. We look forward to welcoming you to Scripps!