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 your 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.

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.

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).
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. 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 @scrippscpr and facebook account @ScrippsCPR where you can learn more about our team and what we do. We look forward to welcoming you to Scripps!