

How To ...

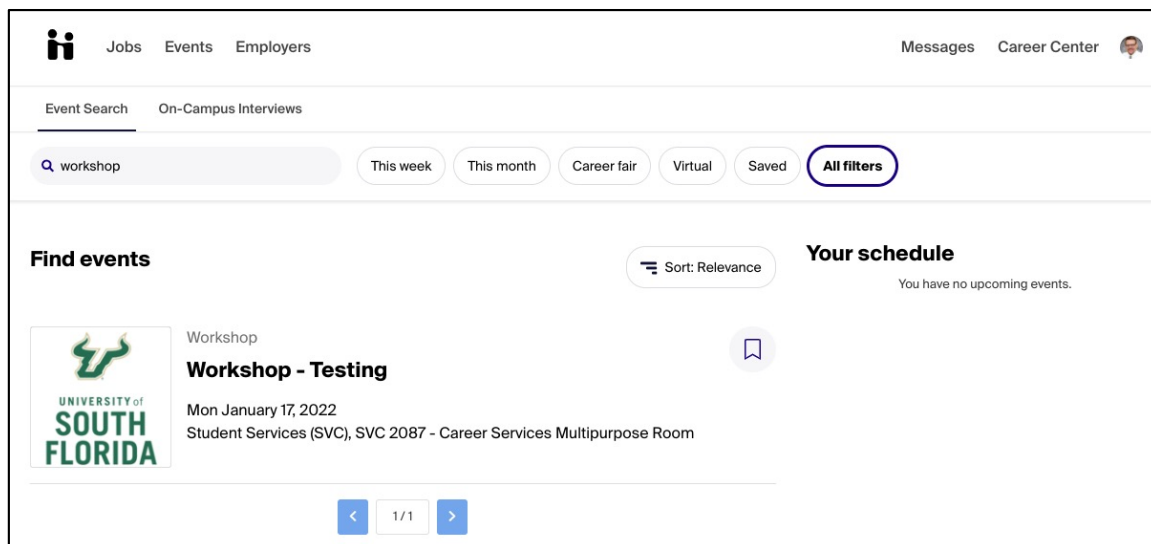
View the Workshop Schedule & Register to Attend

Log on to Handshake at <https://usf.joinhandshake.com> and use your USF Net ID and password to login.

Click on **EVENTS** in the upper left hand corner of the Handshake home page.



Scroll the list of upcoming events to find the workshop you are interested in OR enter the title of the workshop into the **SEARCH** box to see upcoming offerings for a specific workshop.

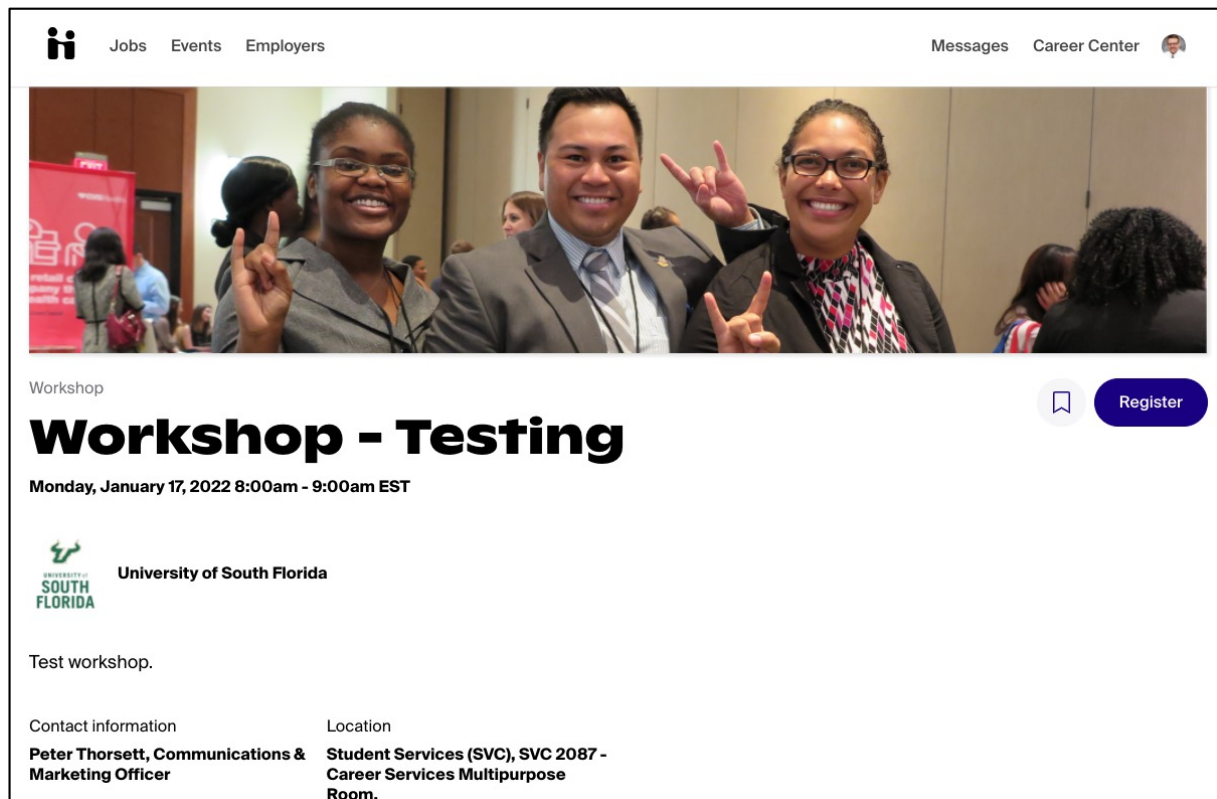


Click on the title of the workshop you want to attend to open the workshop information and registration page.

Click the **REGISTER** button to register for the workshop.

For *In-Person* workshops, the location will be listed on the workshop information page. Please arrive a 5 – 10 minutes prior to the start time of the workshop to get checked in and ready to participate.

For *Online, Virtual* workshops, hosted in Microsoft Teams, the link to the workshop will be available **10 minutes** before the start of the workshop.



The screenshot shows a Handshake event page. At the top, there are navigation links for 'Jobs', 'Events', and 'Employers', along with 'Messages' and 'Career Center'. Below the navigation is a photo of three people (two women and one man) smiling and making 'L' hand gestures. The event title is 'Workshop - Testing' with a 'Register' button. The date and time are 'Monday, January 17, 2022 8:00am - 9:00am EST'. The University of South Florida logo is displayed. The event description is 'Test workshop.' Contact information for Peter Thorsett, Communications & Marketing Officer, and the location, Student Services (SVC), SVC 2087 - Career Services Multipurpose Room, are provided.

Go to the **EVENTS** page in Handshake at any time to see all of the workshops, and other Career Services events, you are registered for.

NEED HELP?

For assistance in registering for or attending a workshop, or to submit a reasonable accommodation request, please contact Career Services:

(813) 974-2171 / CareerServices@usf.edu / www.usf.edu/career-services