



HOW TO REGISTER YOUR INTERNSHIP IN *HANDSHAKE*

After accepting an internship position, students must discuss it with their Internship Faculty Coordinator **FIRST** and then they will be guided to Handshake.

1

Log into your Handshake profile:
marist.joinhandshake.com/login

2

Click *Career Center* on the left navigation menu, then click Experiences.

4

Select your experience details by choosing the Experience Type and Term from the dropdown options. Both of these fields are required.

Note: You cannot register for an experience type outside of your major or minor.

3

Click the *Submit an Experience* button.

5

Complete the registration form and click *submit*.

MARIST

CENTER FOR CAREER SERVICES