

How to extend your job posting

- 1) Go to url <https://app.joinhandshake.com/login>. **Do not use Single Sign On for Handshake.**
 - a. Enter the student employment email address (studentemployment@coloradocollege.edu) under Employers & Career Centers

No account? [Sign up here.](#)

Sign in

Students & Alumni
Please select your school to sign in.

Please select your school to sign in. ▾

Never logged in? Select your school and we'll tell you what to do next!

Employers & Career Centers
Please sign in with your email.

studentemployment@coloradocollege.edu

Next

- 2) Then enter your password credentials and click Sign In

CC Student Employment
studentemployment@coloradocollege.edu

Is this not you?

[Switch Accounts.](#)

Welcome back, Student

Please enter your password to sign in.

.....|

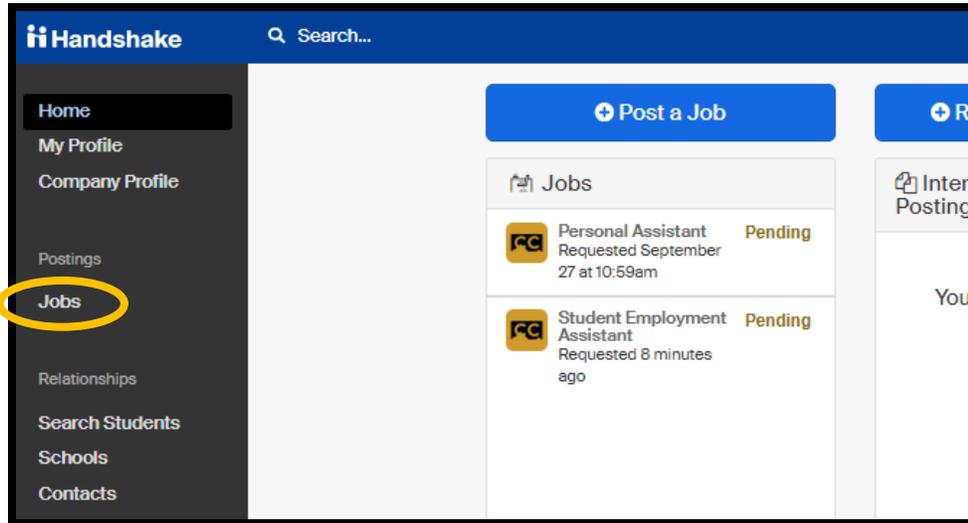
Sign In [Forgot your password?](#)

Keep me logged in

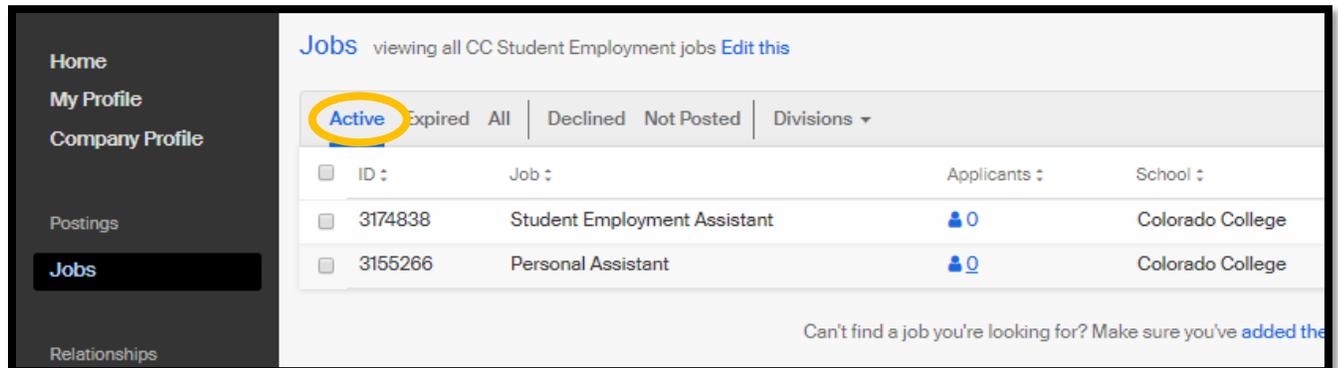
*Please note, to ensure the security of the CC Student Employment Handshake account the password will be changed every 6 months. We will contact all stake holders with the new password.

Do not save passwords on browser as they will change.

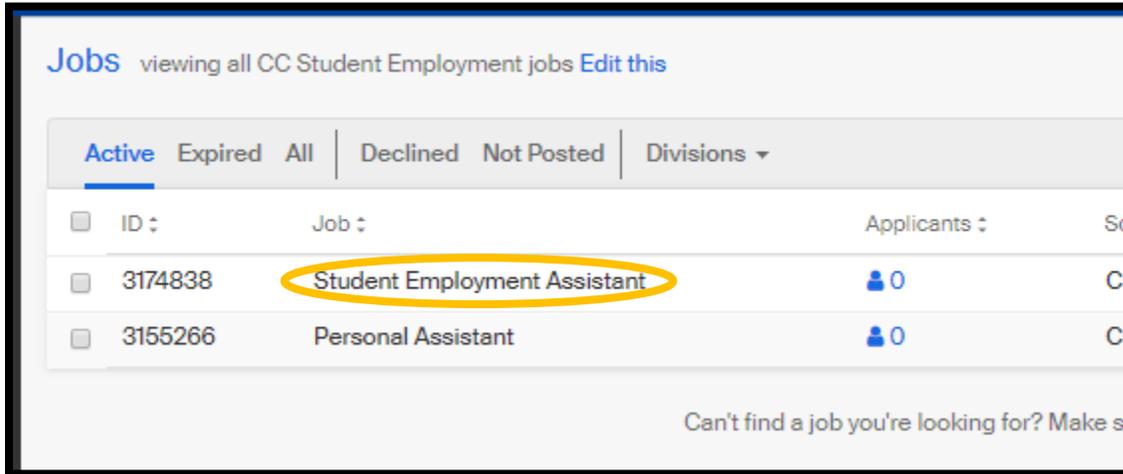
3) Once logged in you will be brought to the homepage of the CC Student Employment homepage of Handshake. Click on the Jobs link to the left.



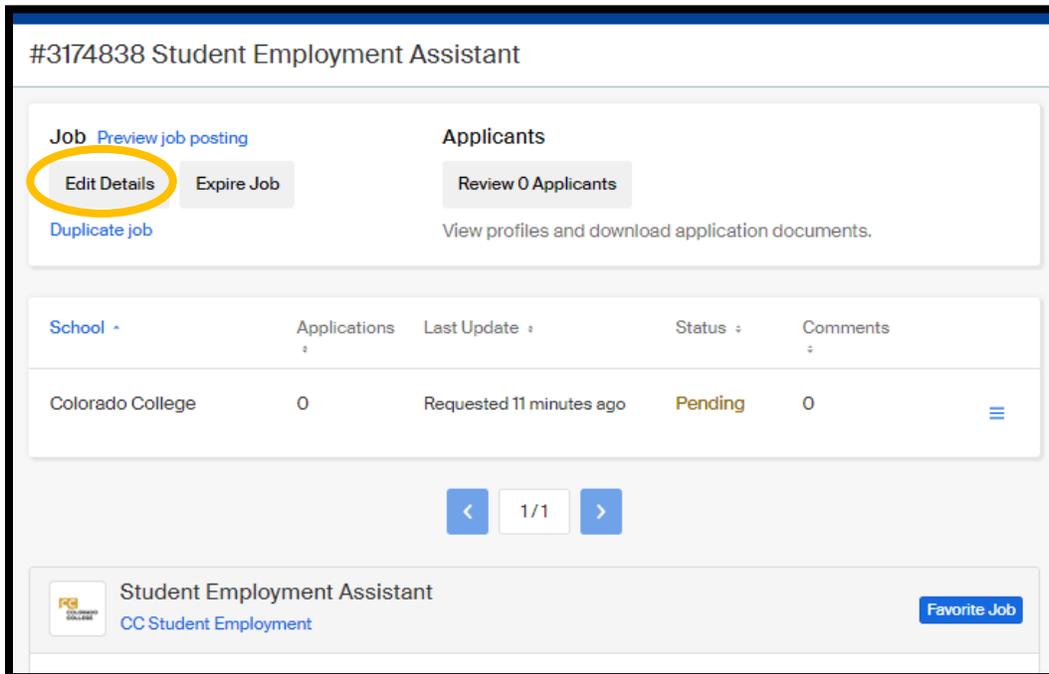
4) Select Active to view currently active job postings.



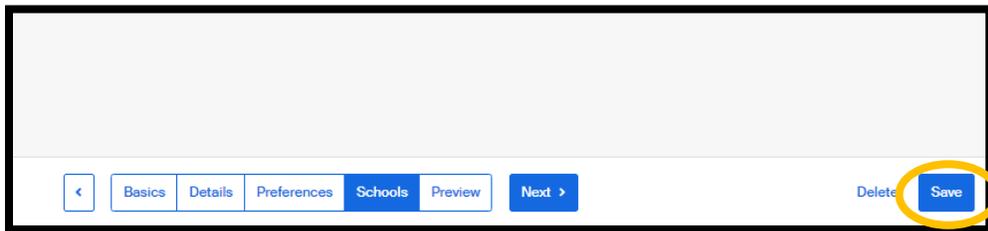
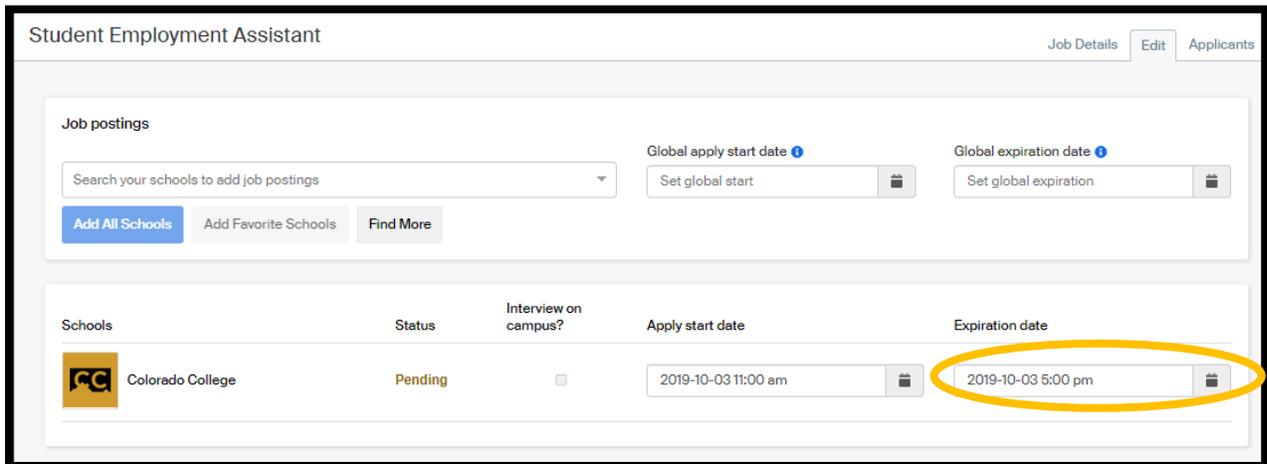
5) Select the position you wish to edit by clicking the title.



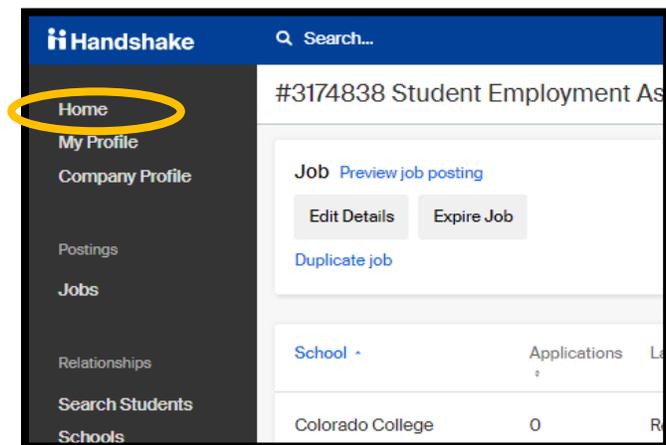
6) Click Edit Details.



7) Here you can edit any part of the job posting by going to the appropriate tab. If no changes are needed Click Schools tab. Once here you can update the Expiration date using the calendar icon. Then click Save in the bottom right corner.



8) This job will then go to the Pending status for approval. Click Home to go back and see the job posting is pending approval.



9) Now you can see the job is pending approval.

