How to expire your student employment job using Handshake

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
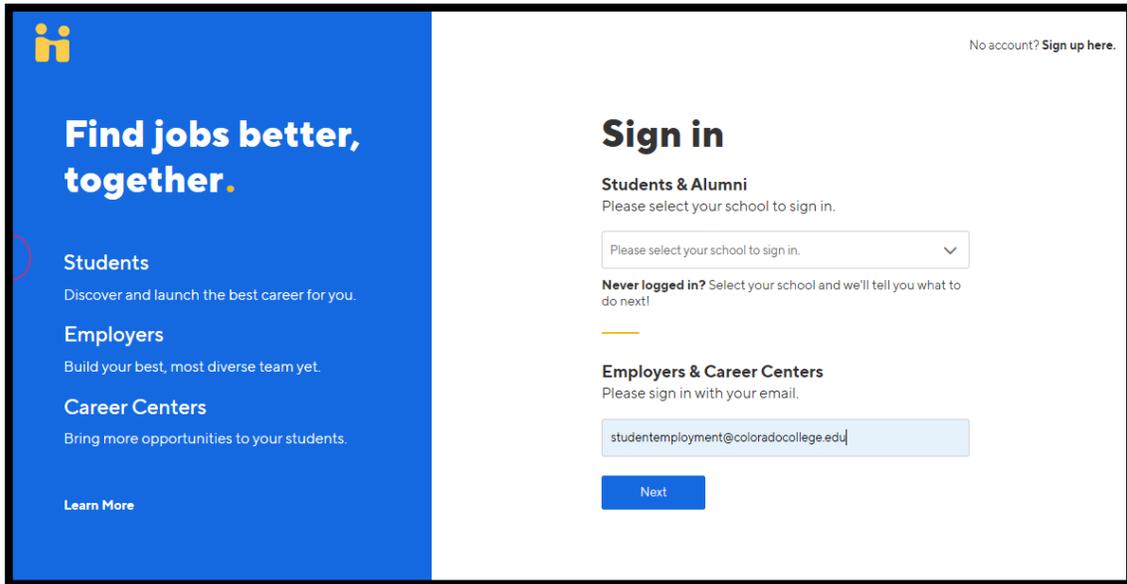
2) Then enter your password credentials and click Sign In
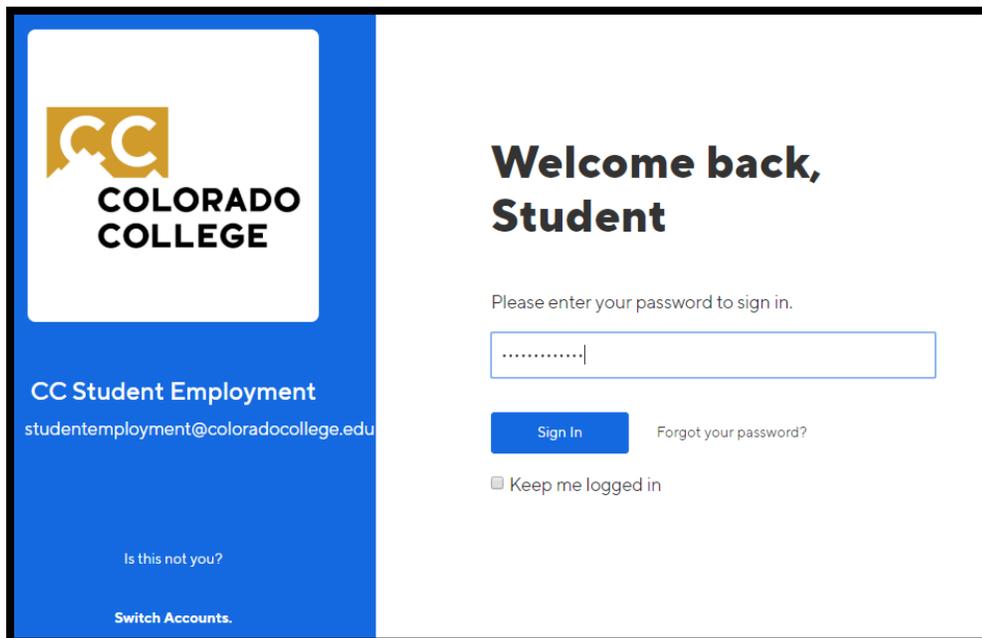
*Please note, to ensure the security of the CC Student Employment Handshake account the password will be changed every 6 months. We will contact all stake holders with the new password.

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 title to view all posted jobs
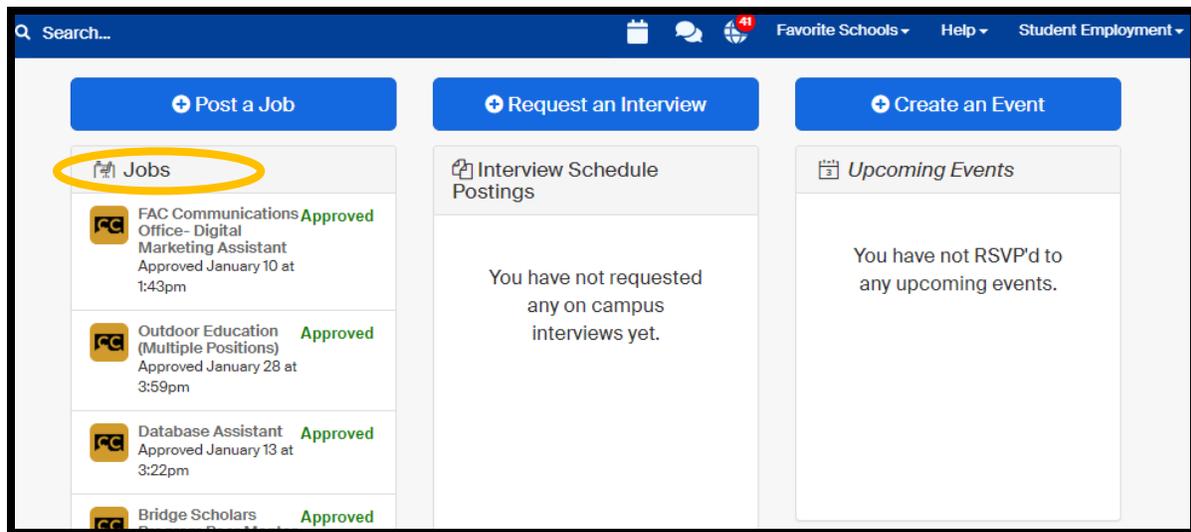
4) Now that you can see all active job postings click on your job title.
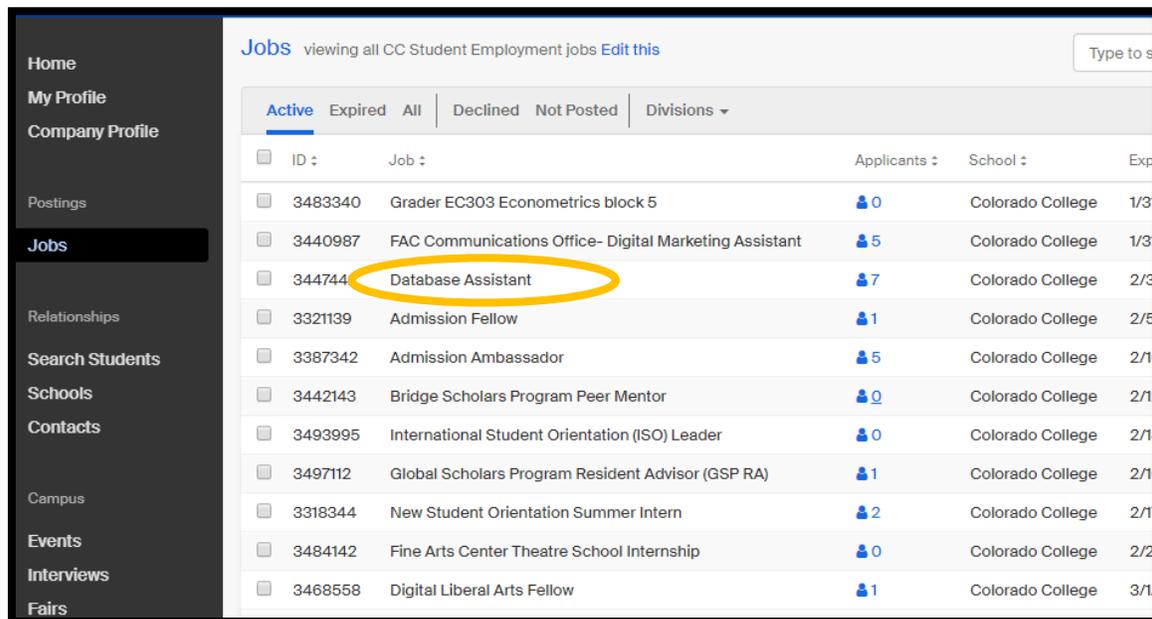
5) You will then see the Job Detail page of the posted position. Then click the Expire Job button to expire this job posting.
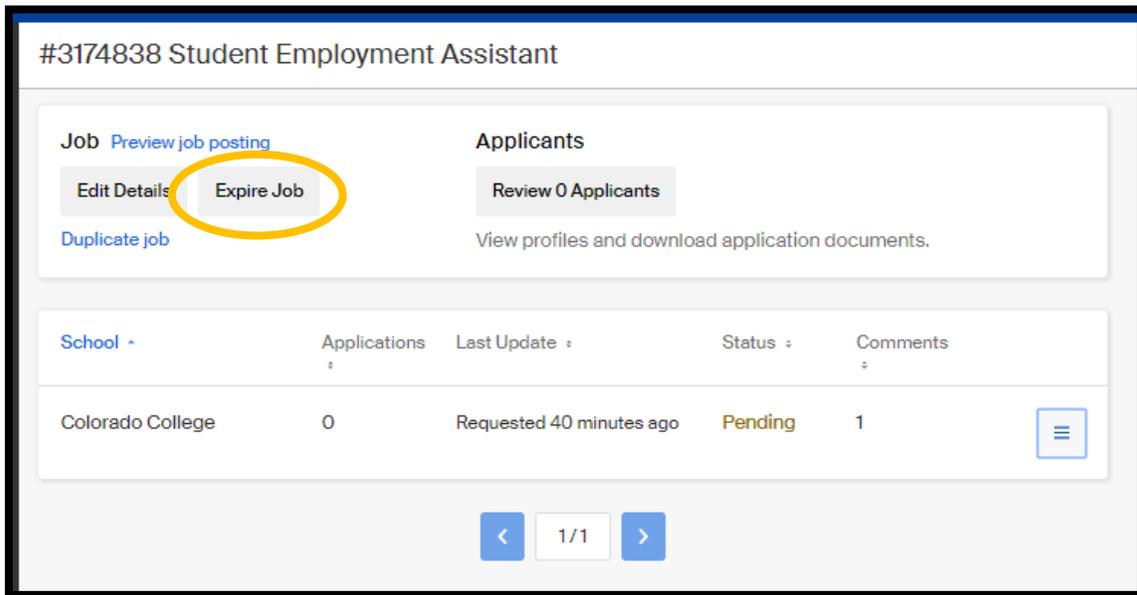
6) The pop up screen below will appear. Select confirm. You will then notice a pop up confirmation in your lower left corner confirming this posting is expired.
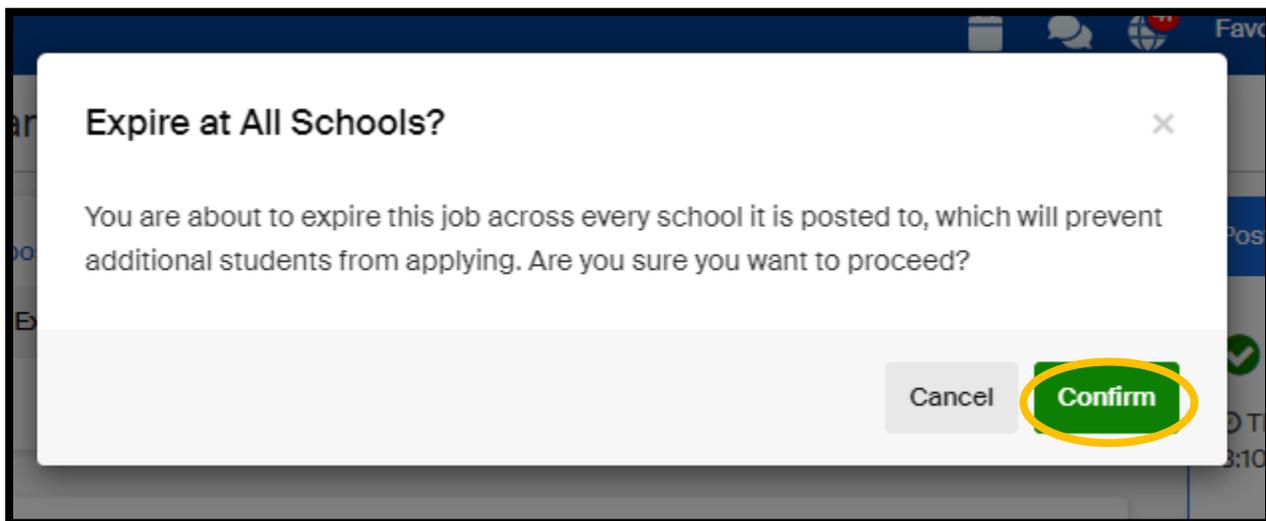
7) If you would like additional confirmation the position has expired. Select the Jobs link on the left hand menu. Then select the Expired filter to see all jobs expired. The newly expired position should be listed below.