How to Submit Your Placement Agreement
Step One

• Log in to Handshake via the Portal
Step Two

- If this is your first time logging into Handshake via the portal you will need to add it to your homepage by selecting MyISU Apps.
Step Three

- Select the Handshake Badge. Now that you have done this, the badge will automatically be placed in your cloud.
Step Four

- On the top of the screen select Career Center

What can we help you find today?

Career Center
BLUE SKIES AHEAD
Step Five

• Select Experiences from the middle of the screen.
Step Six

• Select Request an Experience to begin submitting your experience
Step Seven

- Select whether your experience is for credit or not for credit and the term of your experience.
Step Eight

- Search for the employer you are interning with. If you do not find your employer, type in the company name and complete the Location, Industry, Phone Number, and Email Address sections. Make sure to complete ALL fields.
Step Nine

• Complete the Job section based on your internship experience. Make sure to complete ALL fields.
Step Ten

• If your internship is for credit, complete the Faculty Supervisor section. If your faculty supervisor’s name does not appear after inputting their email address, complete the Name, Title, and Phone Number sections.
Step Eleven

- Complete the Site Supervisor section. If your site supervisor’s name does not appear after inputting their email address, complete the Name, Title, and Phone Number sections.
Step Twelve

• Select “I understand” at the bottom of the form then select Next Page
Step Thirteen

- Read through the Duties and Responsibilities and select “I Accept”, then select Next Page.
Step Fourteen

- Complete all four questions in the Experience Information section
Step Fifteen

- Read through the Academic and Conduct Standing Notice and select “I Accept”, then select Request Experience to submit the form.
Completing Your Agreement

• After you submit your agreement, an email will go to your faculty and site supervisor for approval

• To Verify Completion of your agreement please follow the instructions on the following slides

• For any questions concerning your placement agreement contact the Career Center at isu-career-center@mail.indstate.edu
Verify Completion: Step One

- On the top of the screen under Career Center, select Experiences from the dropdown menu.
Verify Completion: Step Two

• On the right side of your experience it will show whether it is Pending, Being Approved, or Approved. If you want to review your experience, select View Details
Verify Completion: Step Three

- Scroll down to the Approvers section to see whether your Faculty Supervisor or Site Supervisor have approved the experience.