

# Registering an Experience

## ON HANDSHAKE

**STEP 1:**  
Click **Career Center** on the left navigation menu, then click **Experiences**.

### Career center

Experiences **Submit an Experience**

\* indicates required field

#### Details

\* Experience template

Select a template

\* Term

Select a term

#### Organization

**STEP 2:**  
Select "Submit an Experience". You will then need to choose "*Hagen Center Civic Internship -CCUE 491 Only*" as your Experience Template and the associated Term.

## Organization

### Organization

Type the organization name for your experience or choose from the list

Organizations may be an employer, institution, or program.

### STEP 3:

Fill out form required fields. You will complete learning outcomes with the CCUE-491 Department Supervisor.

## Experience

### Experience

Type your position title or choose from the list

If you do not see your job please type your own

### Date

mm/dd/yyyy



mm/dd/yyyy



### Experience type

Select an experience type

### Employment type

Select an employment type

on, if possible.)

experience.

### STEP 5:

Click the green button Submit an experience in the lower-right corner of the page to complete the Experience request process.

Submit an experience