

# Handshake Experience Instructions for Students

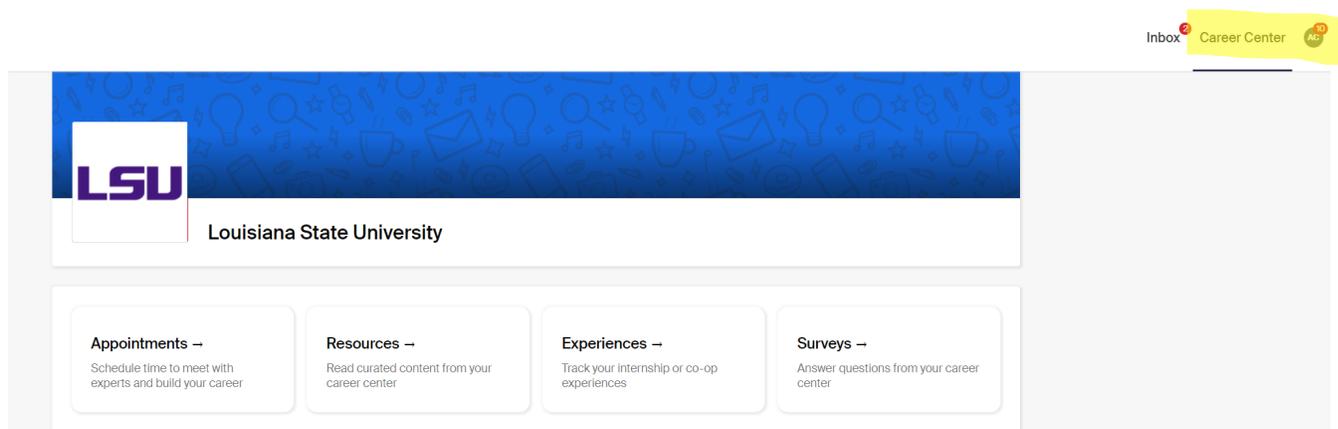
## Registering an Internship or Co-Op

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Register an Internship or Co-Op via the **Experience** portal in Handshake to be able to maintain full-time status while you are at work and/or have the experience designated on your transcript.

Once you submit your experience, you can manage it through Handshake and create learning objectives to track your progress.

1. Log into Handshake
2. **Click *Career Center*** in the top menu bar



3. Click Experiences
4. Click Request an Experience
5. Complete Details
6. Fill out the custom survey questions. It is **imperative** that you read the Policies and Resources document before completing the survey!
7. Select **Save** in the bottom right corner to complete the Experience. You will then see that the Experience has -been successfully created and is pending approval from the LSU Olinde Career Center
8. Contact Amy Caillouet, at [amyc@lsu.edu](mailto:amyc@lsu.edu) or 225-578-2162, if you have any questions