

Profile Creation

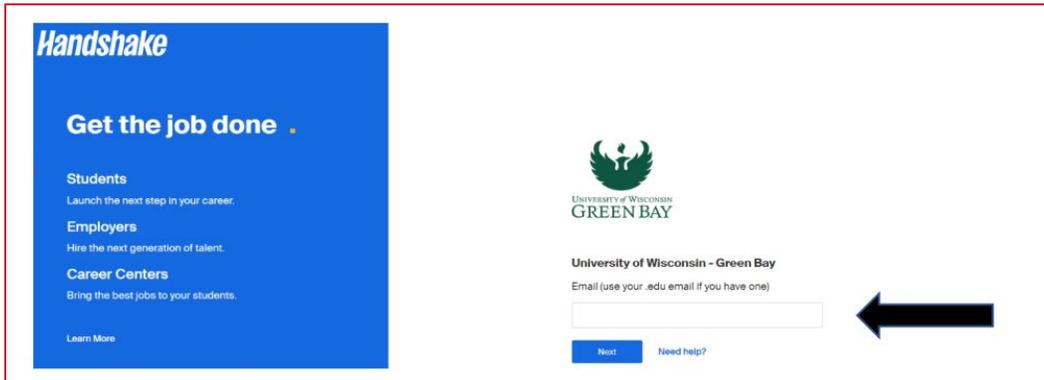
WisCaregiver Connections powered by Handshake

Instructions on creating your free, online profile to connect with employers for jobs that match your certification.

1. Create an Account

From wiscaregivercdcp.com, access [WisCaregiver Connections powered Handshake](#) to create an account.

- **Username:** Enter the email address you used to sign up for the CDCP program and click **Next**. This should be your personal email, since CDCP students are not assigned a uwgb.edu address.
- **Password:** You will set your own password.



2. Set Your Profile to Public:

- This ensures employers will be able to find your CDCP Profile.



Get the most out of Handshake by updating your profile visibility

 Community ✓	 Employers	 Private
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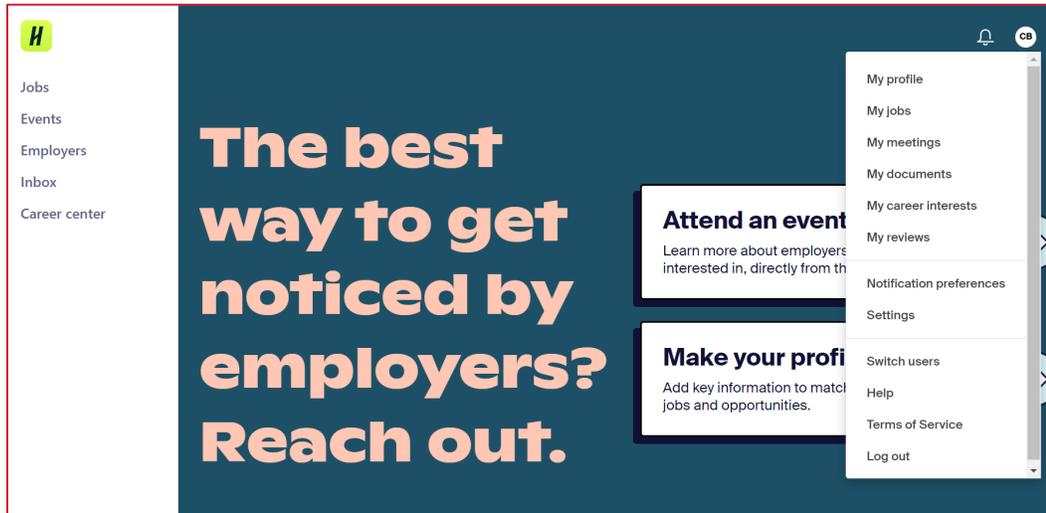
- ✓ You can message students and alumni with similar experience
- ✓ You can receive messages about job opportunities from potential employers
- ✓ You can browse jobs and other resources from Handshake or your school

 Your profile will be visible to employers, students, and alumni across all Handshake, including other education institutions.

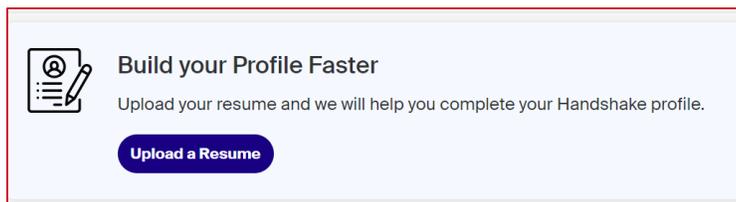
3. Complete Your Profile

You control how little or how much information you provide potential employers. The general rule is the more complete your profile, the more likely an employer is to seek you out for job opportunities.

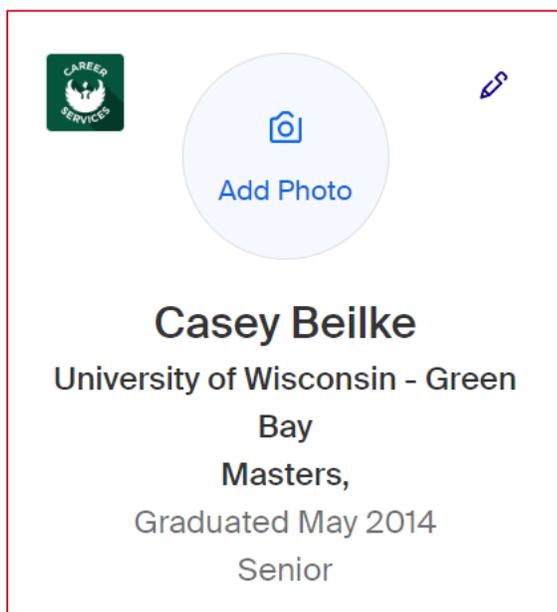
- Click on your **profile icon** in the top right corner of the screen and select **My Profile**.



- **Upload a Resume** so employers can see your qualifications.



- **Add Photo** to personalize your listing.



- Add **Education**
 - Choose **University of Wisconsin-Green Bay** under **School Name**.

- Choose **Certificate** as your **Education Level**.
- Choose "CDCP" as your **Area of Study**.

Education



* **School Name**

University of Wisconsin - Green Bay



* **Education Level**

Certificate



Time Period

Start Date

End Date

Area of Study

x cdcp



Cancel

Save

- Add **Work & Volunteer Experience**.

Work & Volunteer Experience

 Where is somewhere you have worked or volunteered?

- Add your **Skills** that relate to the type of job you are seeking.