

Family Care SDS Members, IRIS Participants and CLTS Participants Setup



WisCaregiver Connections powered by Handshake

Instructions for setting up your access to our certified direct care professional (CDCP) online job listing and candidate management system.

1 Set up your personal account

Visit app.joinhandshake.com/employer_registrations/new, enter first name, last name, work email and password and click **Create Account**.

Sign up for free

Create an account to post your job—and gain access to more than 15 million verified students and alumni.

First name

Last name

Work email

Password

By clicking "Create account", I agree to the Handshake [Terms of Service](#) and have read the [Privacy Policy](#).

Already have an account? [Log in](#)

Create account

When you enter your email, you may see a message that tells you to use your work email. Please **ignore this message**.

Use your work email

It looks like you're using a personal email (@gmail, @yahoo, @hotmail, etc). Please use your work email so we can connect you with your company.



2 Verify your email address

Verify your email! Check your inbox.

Click the link we sent to your email to confirm your account.

Didn't get the email? Please click [here](#) to resend the email or check your spam folder. If memberwhenpod@gmail.com is not the correct email, please restart the process or contact us for additional help.

Open your email inbox.
Look for a message from Handshake.
Open the email and click the **confirm email** link.

Email Confirmation Inbox x



Handshake <handshake@m.joinhandshake.com>
to me ▾

Handshake

Confirm your email address on Handshake

Hi,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm email](#)

If this is a mistake or you didn't initiate this request, [contact Handshake support](#).

P.O. Box 40770, San Francisco, CA 94140

[← Reply](#) [→ Forward](#) [🗨️](#)

3 Complete Your Profile

After you verify your email, you will be taken to a page called **Complete Your Profile**.

Double your candidate engagement when you complete your user profile.

User profile photo (optional)

Upload photo

Job title

Provider



Types of candidates you're looking for



You can add more later.

Health Professions X

Phone number

9201231234

Education history (optional)

School name

Graduation year



My school is not listed, let me type my own.

+ Add another school

Are you a third-party recruiter working on behalf of another company?

Yes

No

Continue

Please fill in the following information:

- **Add a Photo (Optional)**
You can upload a photo if you want, but it is **not required**. You can skip this step.
- **Job Title**
Type **Provider** or **CDCP Employer** in the job title box.
- **Type of Candidates**
Start typing **Health Professions** and choose it from the list.
- **Phone Number**
Enter your phone number. **This is private** and will only be used by Handshake.
- **School Information**
You may see boxes for School Name and Graduation Year.
Leave both boxes blank.
- **Recruiter Question**
You will see a question that asks:
"Are you a third-party recruiter working on behalf of another company?"
Select **No**.
- When you are done, click the **black Continue button** to move forward.

4 Set up your company profile

Next, you will be taken to a page called Create or **Join Your Company**.

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name



Create company

Please fill in the following information:

- In the **Company Name** box, enter: The participants **first and last name with CDCP**
OR
The **last 4 digits of your phone number + ZIP code + CDCP**

Click the plus sign that says Create New Company

When the name is selected, click the black Create company button to continue

5 Complete Company Details

Next, you will be taken to the **Complete Company Details** page.

Complete company details

73% of candidates are more likely to apply after seeing behind-the-scenes employer details. These details will show up on your company brand page.

Company name

AlyseCDCP

My legal company name is different from company name.

Company logo (optional)

Upload logo

This is used as the main thumbnail image associated with your company.

Industry



Your company name is already filled in. **Do not change it.**

In the **Website** box, type: www.uwgb.edu

Description

Looking for Caregivers

Address

Green Bay, Wisconsin, United States



Enter full address or city/state/country. Entering full address will accelerate the verification process.

Public phone number (optional)

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This is used by our Handshake partner institutions for further verification.

In the **Description box**, type "Looking for caregivers" or "Looking for support."

Enter an address.

You only need to enter the city and state.

Public Phone Number (Optional)

If you want a phone number to be visible to others, enter it here.

If not, you can leave this blank.

Public company email (optional)

This is used by our Handshake partner institutions for further verification.

Company size

1 - 10 10 - 50 50 - 100 100 - 250 250 - 1,000 1,000 - 5,000

5,000 - 10,000 10,000 - 25,000 25,000+

Company type (optional)

Public Private Government

Public Company Email (Optional)

Enter your email if you want it to be visible to others.

You can leave this blank.

Company Size

Select **1–10**.

Company Type (Optional)

You can leave this blank.

When you are done, click the **black Continue button** to move forward.

6 Verify Your Company – IMPORTANT STEP!

You will go to the **Verify Your Company** page.

You may see several options.

Do not select anything.

Click the **black Continue button** to move forward.

Verify your company

Please have the following information ready for automatic company verification.



Business registration number

E.g., BRN, EIN, TIN, or your local equivalent

If you don't have a business registration number, you can [continue verification with your government ID only](#). However, this will delay the process.



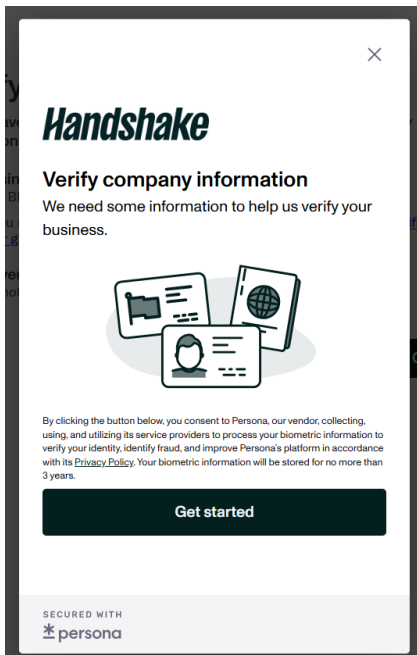
Government ID

A photo of your government ID

Continue

A pop-up will appear to verify your company information.
Do not change anything.

Click the **black Get Started** button to continue.



You will see the **Let's Get Down to Business** page.

Let's get down to business

Legal company name

AlyseCDCP

Business Registration Number

N/A

Company name (doing business as)

AlyseCDCP

Company website

<http://www.uwgb.edu>

Address

123 Main Street

Apt / Suite

Address

123 Main Street

Apt / Suite

Green Bay

Wisconsin

54302

Country

United States ▼

The **Legal Company Name**, **Website**, and **Company Name** are already filled in.

Do not change these.

In Business Registration Number, type N/A.

Enter the address where the care will take place.

Once you have filled in all the address fields, click Continue.

When you click, **nothing may appear to happen.**
This can be confusing, but it is exactly what we need.

⑦ E-mail UWGB Team at CDCP@UWGB.EDU

You **must** email CDCP@UWGB.EDU to let us know you have completed your account.

[UWGB **must** complete an additional step, so approval may take 5–7 business days.](#)

Once approved, someone from UWGB will contact you with next steps!

If you have questions, contact UW-Green Bay at cdcp@uwgb.edu