

# Profile Creation

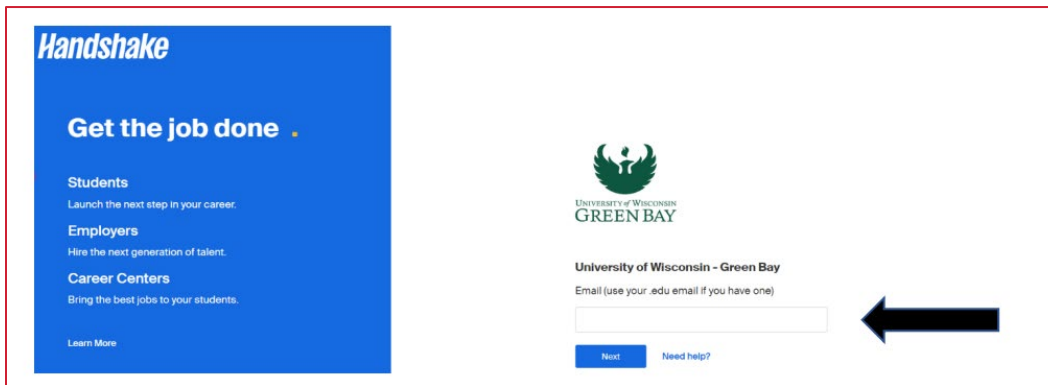
## WisCaregiver Connections powered by Handshake

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

## 1. Create an Account

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

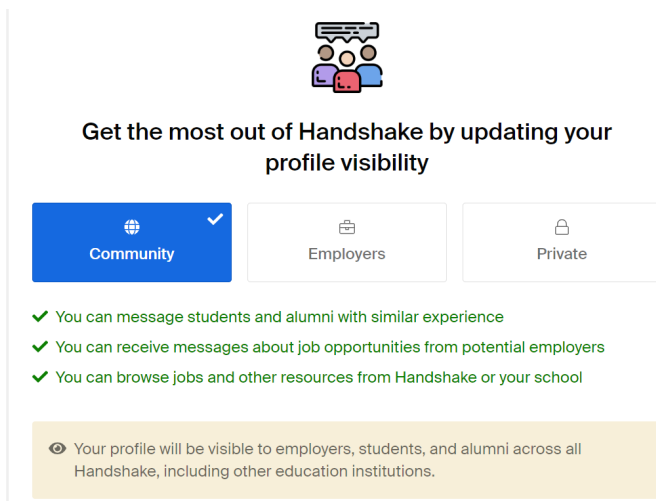
- **Username:** Enter the email address you used to sign up for the CDCP program and click **Next**. This should be your personal email, since CDCP students are not assigned a uwgb.edu address.
- **Password:** You will set your own password.



The image shows a screenshot of the Handshake registration page for the University of Wisconsin - Green Bay. On the left is a blue sidebar with the Handshake logo and the text "Get the job done". Below this are three sections: "Students" (Launch the next step in your career), "Employers" (Hire the next generation of talent), and "Career Centers" (Bring the best jobs to your students). At the bottom of the sidebar is a "Learn More" link. The main content area features the University of Wisconsin - Green Bay logo and the text "University of Wisconsin - Green Bay" and "Email (use your .edu email if you have one)". Below this is an email input field, a "Next" button, and a "Need help?" link. A large black arrow points to the "Next" button.

## 2. Set Your Profile to Public:

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

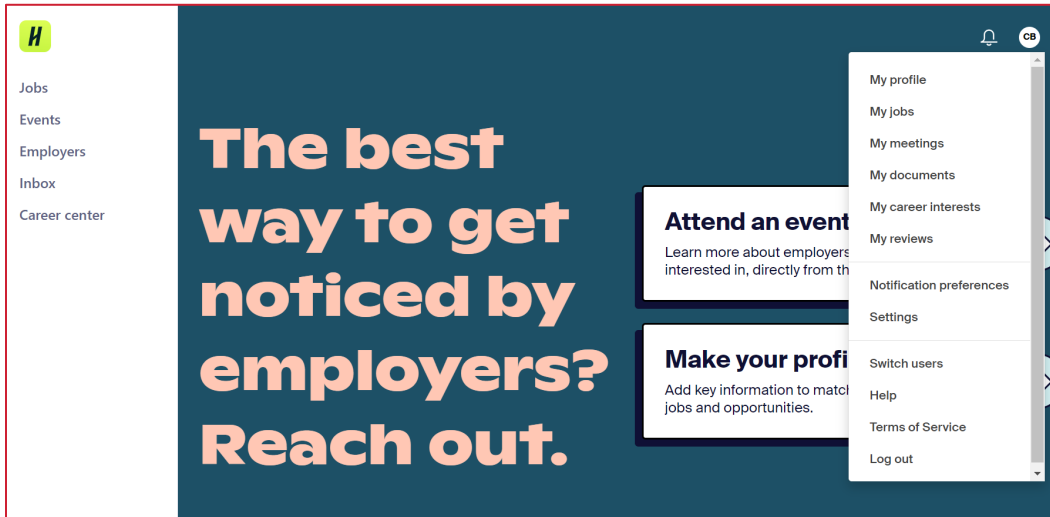


The image shows a screenshot of the Handshake profile visibility settings page. At the top is an icon of three people with speech bubbles. Below this is the text "Get the most out of Handshake by updating your profile visibility". There are three buttons: "Community" (selected with a checkmark), "Employers", and "Private". Below the buttons are three green checkmarks with text: "You can message students and alumni with similar experience", "You can receive messages about job opportunities from potential employers", and "You can browse jobs and other resources from Handshake or your school". At the bottom is a yellow box with an eye icon and the text "Your profile will be visible to employers, students, and alumni across all Handshake, including other education institutions."

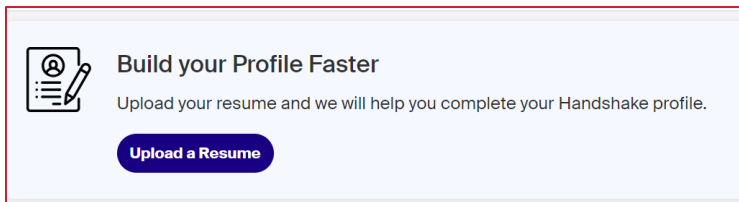
### 3. Complete Your Profile

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.

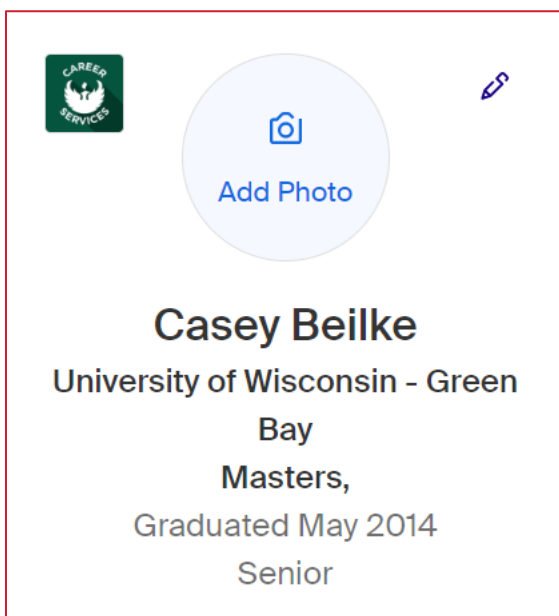
- Click on your **profile icon** in the top right corner of the screen and select **My Profile**.



- **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.