Pre-Approval Process

Step 1
Create Handshake account and/or Log in to Handshake.

Step 2
1. ECU Career Center
2. Experiences
3. Request Experience

Step 3
Fill out ALL information and submit experience request.

Step 4
Work!

Step 5
At the end of the term, your employer will be emailed to verify the hours.

Step 6
Check Handshake for verification updates.

Repeat this process for each term (Summer, Spring or Fall)

Once in Handshake, click steps in order.

Approval/Denial email will be sent to you.

Summer, Spring or Fall