

HANDSHAKE INSTRUCTIONS FOR ALUMNI

Every person who graduated from KSU/SPSU since 2006 has an account pre-populated in Handshake. In order to access that account (and change the email from the KSU email to your personal email address, as well as alumni from before 2006, please follow these instructions. If you have already completed some of these steps, skip ahead to the next step in the document.

STEP 1:

Complete the Alumni form found on the Department of Career Planning and Development (DCPD) website (<https://careers.kennesaw.edu>)

Alumni Career Services / Alumni Handshake Request

Home

Students

Job & Internship Fairs

KSU Alumni Association

Veteran Career Services

FAQ

Contact Us

Alumni Prof. Dev. Summit

Career Connection

Alumni Handshake Request

All alumni accounts are now available by request.

Please complete the form below, **make sure to include your preferred e-mail address (NOT your KSU student email)**. If you previously tried to access your account and were unsuccessful, complete this form and we will provide access.

*KSU ID Number

*First Name

*Last Name

*E-mail Address

*Major

*Graduation Term (Spring, Fall, Summer)

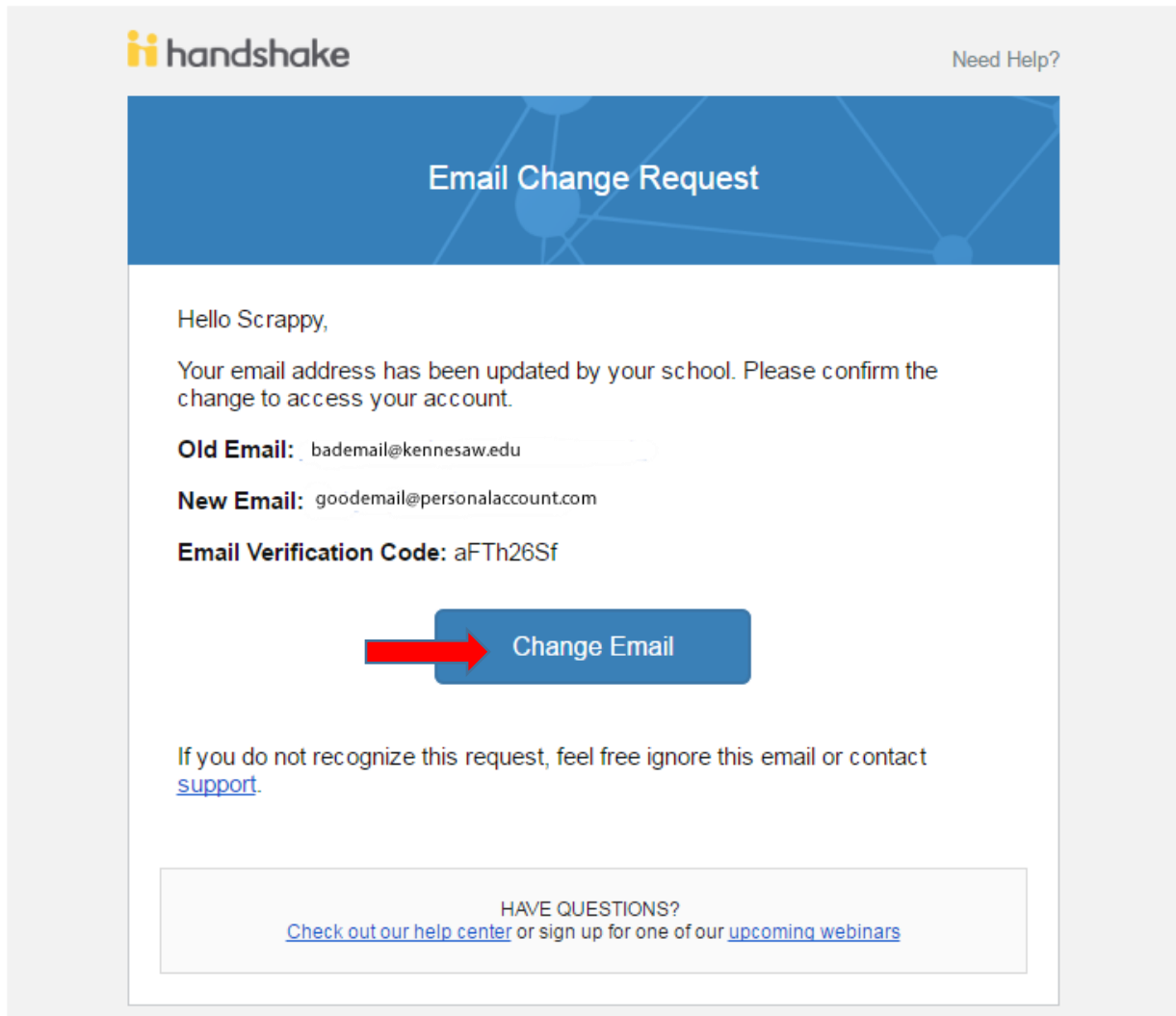
*Graduation Year

STEP 2a (post 2006 graduates):

Watch for the email from Handshake with instructions to confirm your email address change. THE LINK AND VERIFICATION CODE IN THIS EMAIL EXPIRE AFTER 24 HOURS. Click Change Email.

Handshake <handshake@m.joinhandshake.com> [Unsubscribe](#)
to me ▾

11:43 AM (6 minutes ago) ☆ ↶ ▾



The screenshot shows an email interface with the Handshake logo and a 'Need Help?' link. The email title is 'Email Change Request'. The body of the email contains the following text:

Hello Scrappy,

Your email address has been updated by your school. Please confirm the change to access your account.

Old Email: bademail@kennesaw.edu

New Email: goodemail@personalaccount.com

Email Verification Code: aFTh26Sf

A red arrow points to a blue button labeled 'Change Email'.

If you do not recognize this request, feel free ignore this email or contact [support](#).

HAVE QUESTIONS?
[Check out our help center](#) or sign up for one of our [upcoming webinars](#)

STEP 2 a Continued:

You will then see the following screen. Enter the Email verification code and create a new password.

Email Change

Email Verification Code

Enter the passcode that you were emailed. If you lost the passcode, you will have to start a new request.

In order to continue you will also need to set a new password for this account.

Password


Confirm Password


[Finish Email Change](#)

STEP 2b (pre 2006 graduates):

You will receive an email from a member of the DCPD staff confirming that your account has been created. You will also receive an email from Handshake with instructions on creating your password.

You have been invited to Handshake Inbox x Print Image

 **Handshake** <handshake@notifications.joinhandshake.com> [Unsubscribe](#) 10:23 AM (1 minute ago) ☆ Reply Dropdown
to me ▾

 Twitter LinkedIn Handshake Facebook

You have been added as a student

Hello admin,

You have been added as a student at Kennesaw State University by Lori Trahan. An initial account has been set up for you. Your username is **00000000**.

Please confirm your account by clicking this link: [Confirm My Account](#)

Thank you,
The Handshake Team

What is Handshake?

[Handshake](#) is a revolutionary way for students to connect and interact with recruiting employers and build their career community. Get started today building a profile designed to highlight your academic achievements, extracurricular interests, and professional skills.

If you don't want to hear from us at all again you can unsubscribe [from all Handshake notifications](#)

Handshake Headquarters
660 4th Street #113 San Francisco, CA 94107

You will then be asked to confirm your account:



Password

Password confirmation

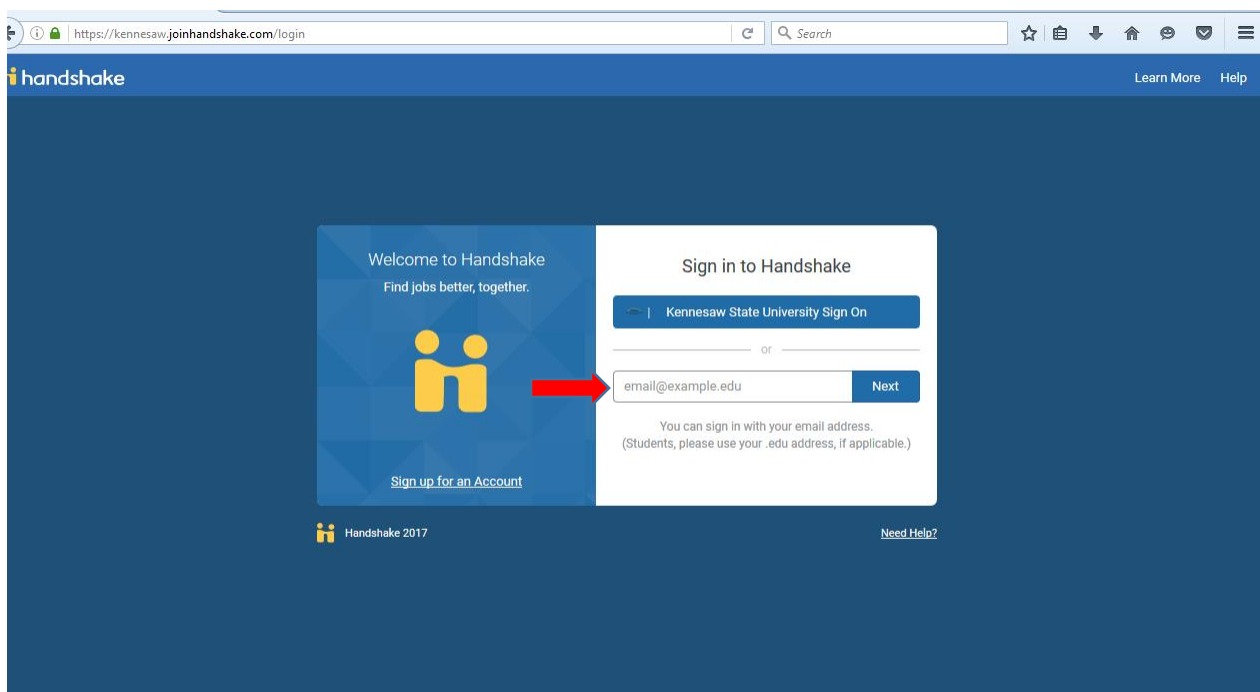
[Confirm Account](#)

STEP 3 (all graduates):

Alumni log in to Handshake is slightly different. Once your account has been updated with your new email address or confirmed, here is how you will log in to the system:

Go to the Handshake Log In page (<https://kennesaw.joinhandshake.com>)

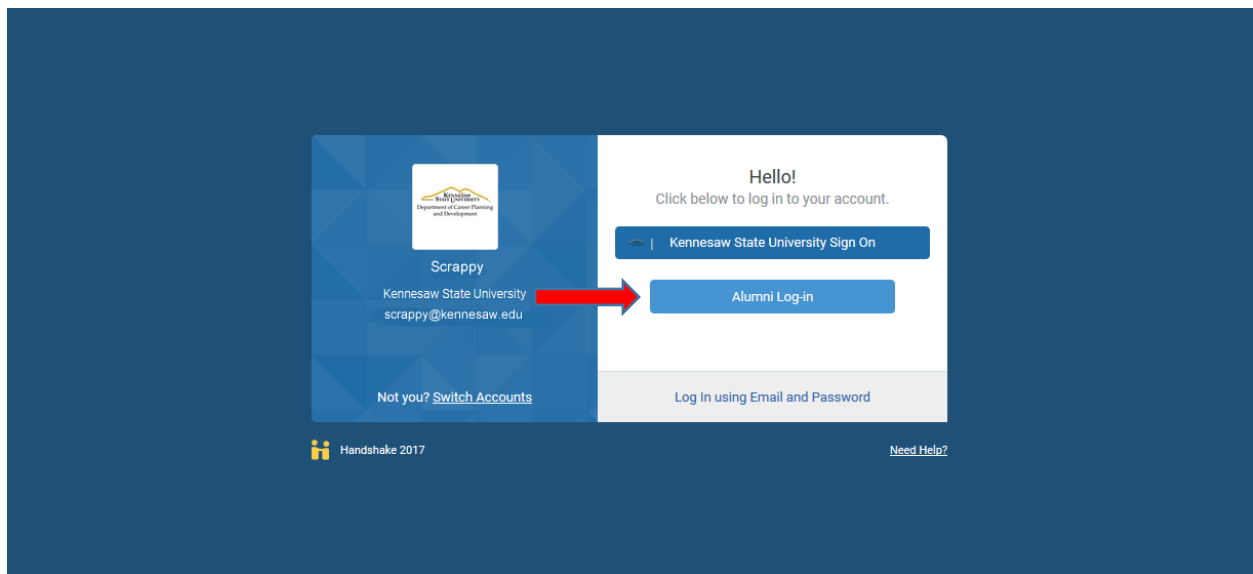
IGNORE the Kennesaw State University Sign On box. Instead, enter your email in the box marked by the red arrow.



Click "Next"

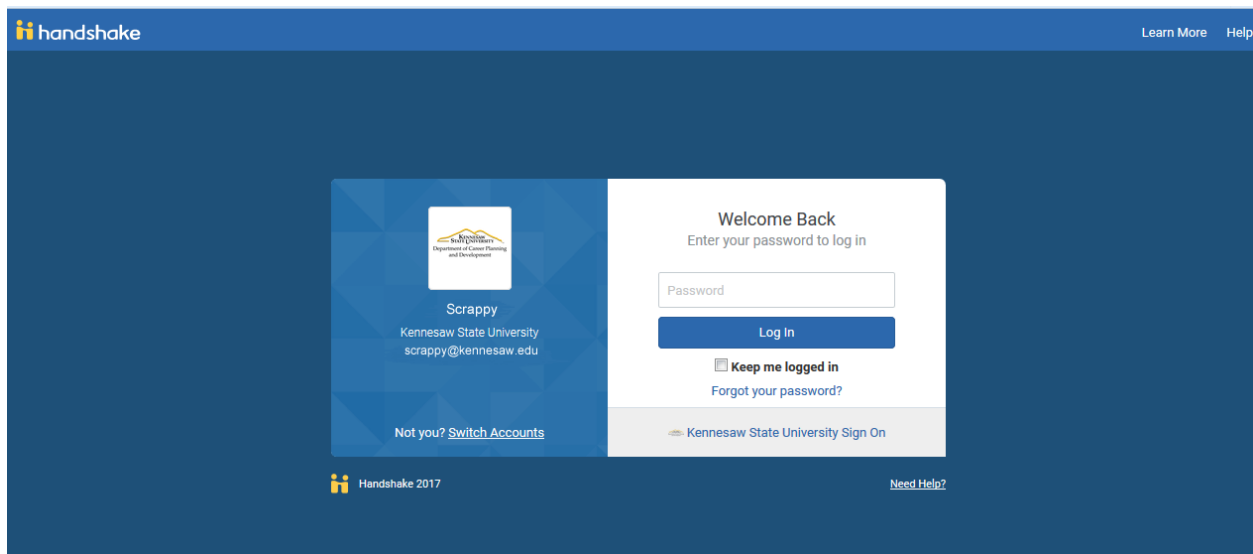
STEP 4:

Select the Alumni Log In Button, as indicated by the red arrow:



STEP 5:

Enter the password you created in Step 2.



STEP 6:

Click Log In!