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:
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.
STEP 1 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.
- **Password**: In order to continue, you will also need to set a new password for this account.
- **Confirm Password**

[Finish Email Change]
STEP 2: 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, click on "sign in with your email address."

Click “sign in with your email address”
**STEP 3:**
Enter your preferred email address, as indicated by the red arrow:

**STEP 4:**
Click the "Alumni Log-in" Button. Don't click Kennesaw State University Sign On
**STEP 5:**
Enter in new password that you created.

**STEP 6:**
Click "Log-in."