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](https://careers.kennesaw.edu))
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.

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 Form]

- **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 Button]
**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 will then be asked to confirm your 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](https://kennesaw.joinhandshake.com))
Step 4:
IGNORE THE KENNESAW STATE UNIVERSITY SIGH ON BUTTON

Click sign in with your email address instead!

You can also sign in with your email address.  
(Please use your .edu address, if applicable.)
STEP 5: IGNORE THE ALUMNI LOG IN BOX. CLICK LOG IN USING YOUR HANDSHAKE CREDENTIALS

STEP 6: ENTER THE PASSWORD YOU CREATED IN STEP 2.

STEP 7:
Click Sign In!