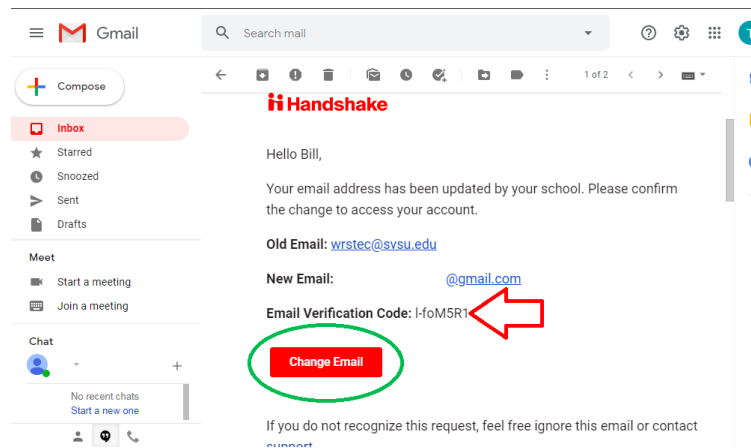


## Instructions for Alumni Access to Handshake (Non-SVSU Email Address)

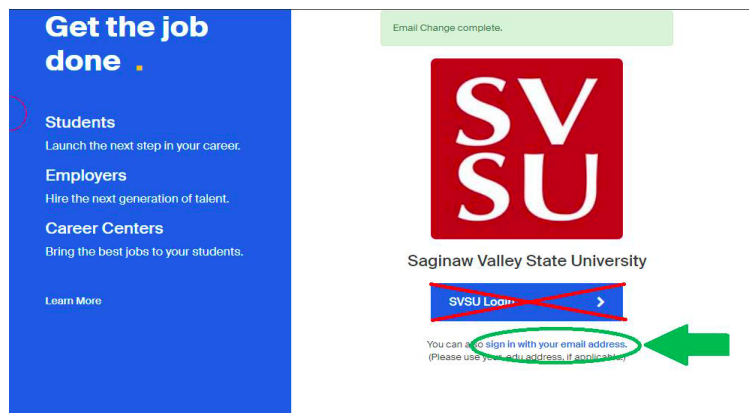


Your Handshake account is waiting for you! If you are an alum who no longer has an active SVSU email address, you can still access Handshake with full functionality. To request an activation of your Handshake account, please follow these steps:

1. Email careers@svsu.edu with your name, degree program (i.e. Education, Nursing, Communication, etc.), year of graduation, and the email address that you would like to use for Handshake login purposes
  - a. Please use “Alum Request for Handshake” in the Subject line of the email
2. Once your account has been verified and activated, you will receive a response from careers@svsu.edu indicating that you can move forward with completing your account registration
3. Login to the email account that you used to request access to Handshake. You should see an email from Handshake with a code (write this code down) and a link to click to activate your account

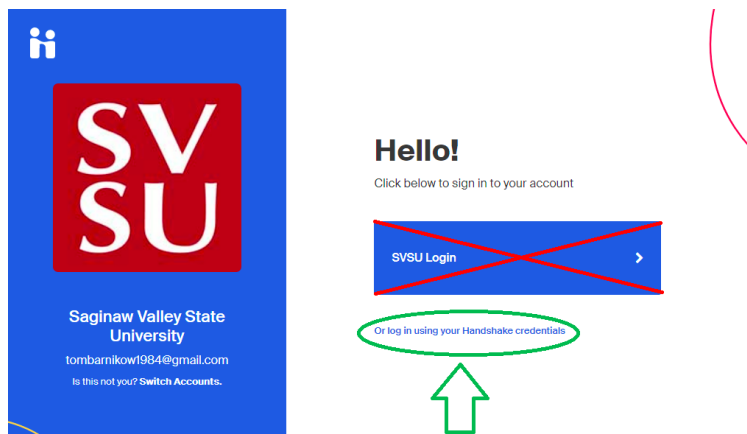


4. After clicking on the link in the email, you will be taken to a page in Handshake that asks you to enter your Verification Code and set a password. After entering the requested information on this page, click “Finish Email Change.”
5. At the login screen, click on “Sign in with your email address” – do NOT click “SVSU Login,” as this will require you to use your unactivated SVSU email address.



6. Click on “Or log in using your Handshake credentials” – do NOT click on SVSU login

# Instructions for Alumni Access to Handshake (Non-SVSU Email Address)



7. Enter your password and click "Sign In"

