



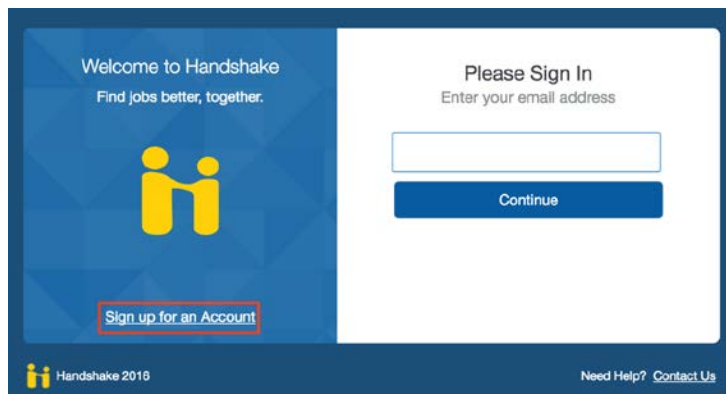
CAREER DEVELOPMENT CENTER

▶▶▶ Inspiring Professional Growth

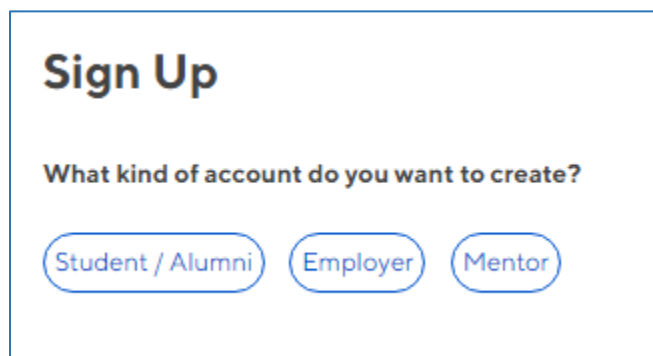


To register for an Alumni Handshake account:

1. To get started on Handshake go to marywood.joinhandshake.com
2. Click **Sign Up for An Account** at the bottom of the welcome screen



3. Click the Student / Alumni button. (Note: If you would like to sign up as an employer or a mentor you can create another account by clicking on the appropriate account type!)



4. Fill in your personal information and create a password.

- Please read our Terms of Service and Privacy Policy and check the box to agree to the terms of service before you click Submit.

The screenshot shows the 'Sign Up' page on Handshake. At the top, it asks 'What kind of account do you want to create?' with three buttons: 'Student / Alumni' (selected), 'Employer', and 'Mentor'. Below this is a 'School' dropdown menu with 'Central Michigan University' selected. A blue information box states: 'Your school may have already created an account for you, which is pre-filled and ready to go. This account will be registered under your school email address (your .edu email address). Please try logging in using your school email first.' The form includes fields for 'First Name', 'Last Name', 'Email Address' (with a note to use a school email), 'Password', and 'Confirm Password'. At the bottom, there is a checkbox for 'I agree to the Terms of Service and have read the Privacy Policy.' and a 'Create Account' button.

5. Next, you should see a screen asking you to confirm your registration.

- To confirm your registration, click on the link that you received in your email.
- Tip: If you do not find your confirmation email, please check your spam folder. To prevent future e-mails from being sent into your spam folder add handshake@notifications.joinhandshake.com to your contacts.
- If you still have difficulty please contact us [here](#).

Once you've confirmed your email address, you are registered as and may now log in to complete your Handshake profile! It is important that if you only see Fairs and your profile on the left hand navigation bar you will need to reach out to your career center to be linked to your school. [Learn more about getting connected to Marywood here.](#)

Note: Until you are approved by a Career Services admin and connected to your school, you will **not** be able to access any of the school-specific features on Handshake such as:

- Jobs/internships
- Events
- Fairs
- Approved Employers

While they wait for your approval, Alumni **will** be able to:

- Update their profile (Highly suggested!!)
- Upload a resume
- Search for public fairs across the network

View while pending account approval.

The screenshot shows a user profile page with a dark sidebar on the left containing 'Your Profile' and 'Fairs'. The main content area features a yellow warning banner at the top stating: 'You are currently pending access to St. John's University Demo. Once you are approved you'll be able to access jobs and other unique opportunities for students at St. John's University Demo. You can contact your school at careers@stjohns.edu.' Below this is an 'Upcoming Events' section with a calendar icon and the text 'You don't have any upcoming events.' On the right, a 'Profile Completion' section shows a progress bar at 33% and a button to 'Update your profile'. Below that is a notification box stating 'No documents uploaded' with an 'x' icon and a button to 'Upload a document!'. At the bottom right, it shows '0 Followed Employers'.