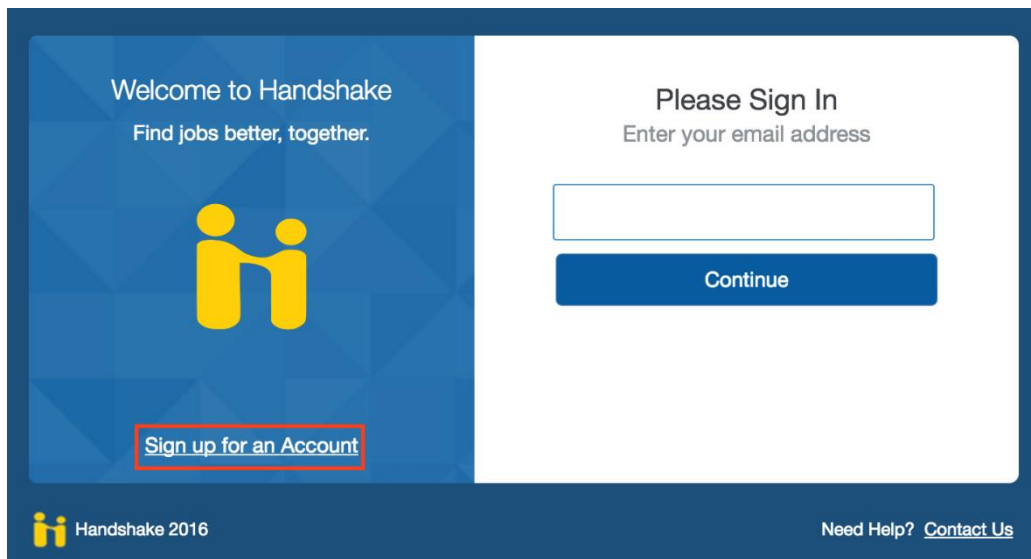




## HOW TO REGISTER FOR AN ALUMNI ACCOUNT

1. To get started on Handshake go to <http://xavier.joinhandshake.com> - this is very important so you get connected to the correct school
2. Click **Sign Up for an Account** at the bottom of the page.



3. Click the **Student/Alumni** button.
  4. **Fill in** your personal information and create a password.
  5. You may see additional details or information required by your specific university. Make sure to follow these steps also.
- *Tip:* When asked to enter your email please use your @xavier.edu email address if you have one.
  - Please **read** our **Terms of Service and Privacy Policy** and **check** the **box** to agree to the terms of service before you **click Submit**.

# Sign Up

What kind of account do you want to create?

Student / Alumni

Employer

Mentor

School

Adams State College

**i** 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.

First Name

First Name

Last Name

Last Name

Email Address

Please use your school email address.

Email Address

Password

Password

Confirm Password

Confirm Password

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#).

By registering you will receive emails about job and other opportunities on Handshake. You can unsubscribe from these at any time.

Create Account

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 don't 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](mailto:handshake@notifications.joinhandshake.com) to your contacts.
- If you still have difficulty please contact us [here](#).

Alumni registrations will be approved within 48 hours. Once you've confirmed your email address, you are registered as an alumni user and may now **log in** to complete your Handshake profile! 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 your school here.](#)