



HOW TO REGISTER FOR AN ALUMNI ACCOUNT

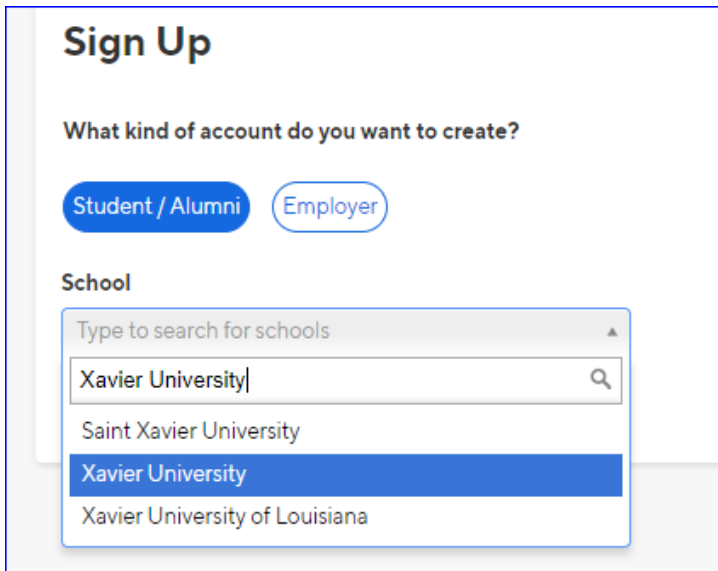
1. To get started on Handshake go to <http://xavier.joinhandshake.com>
2. In the upper right hand corner next to “No account?” click on **Sign up here.**

A screenshot of the Handshake sign-in page. The page has a white background. In the top right corner, there is a link that says "No account? Sign up here." A red arrow points from the bottom left towards this link. Below the link, the heading "Sign in" is displayed in a large, bold, black font. Underneath, there are two sections: "Students & Alumni" and "Employers & Career Centers". The "Students & Alumni" section includes a dropdown menu with the text "Please select your school to sign in." and a downward arrow. Below this is a line of text: "Never logged in? Select your school and we'll tell you what to do next!". The "Employers & Career Centers" section includes a text input field with the placeholder "email@example.edu" and a "Next" button below it.

3. Click the **Student/Alumni** button.

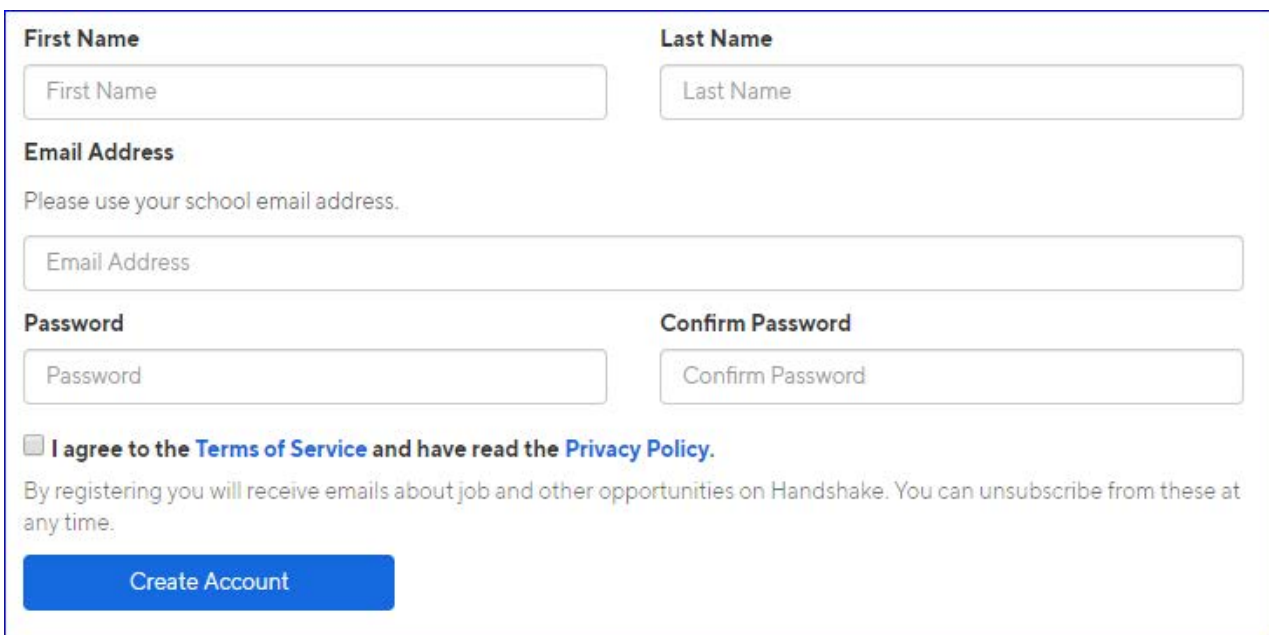
A screenshot of the Handshake sign-up page. The heading "Sign Up" is at the top in a large, bold, black font. Below it is the question "What kind of account do you want to create?". At the bottom, there are two buttons: "Student / Alumni" and "Employer". Both buttons are rounded rectangles with a blue border and a light blue background.

4. In the drop down box search for Xavier University



The screenshot shows a 'Sign Up' form. At the top, it asks 'What kind of account do you want to create?' with two buttons: 'Student / Alumni' (selected) and 'Employer'. Below this is a 'School' section with a search box containing 'Xavier University|'. A dropdown menu is open, showing three options: 'Saint Xavier University', 'Xavier University' (highlighted in blue), and 'Xavier University of Louisiana'.

5. Fill out your information including email address



The screenshot shows a registration form with the following fields and elements:

- First Name**: Input field with placeholder 'First Name'.
- Last Name**: Input field with placeholder 'Last Name'.
- Email Address**: Input field with placeholder 'Email Address'. Below it is the text: 'Please use your school email address.'
- Password**: Input field with placeholder 'Password'.
- Confirm Password**: Input field with placeholder 'Confirm Password'.
- I agree to the [Terms of Service](#) and have read the [Privacy Policy](#).**
- Text: 'By registering you will receive emails about job and other opportunities on Handshake. You can unsubscribe from these at any time.'
- Create Account**: A blue button.

- *Tip*: When asked to enter your email please use your @xavier.edu email address if it is still active, but you may use any preferred email.
 - Please **read** our **Terms of Service** and **Privacy Policy** and **check** the *box* to agree to the terms of service before you **click Create Account**.
6. 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 to your contacts.
 - If you still have difficulty please contact us [here](#).

Alumni registrations will be approved within 48 hours.