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.
3. Click the Student/Alumni button.
4. In the drop down box search for Xavier University

5. Fill out your information including email address

- **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.