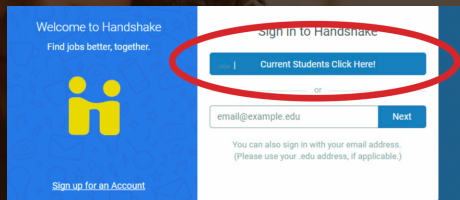


How to *create* an account as an Alumni in Handshake

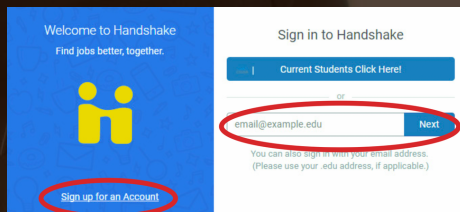
Please note: You **MUST** have a **CSUSB alumni e-mail address** (@alumni.csusb.edu) in order to register for a Handshake account. For more information on obtaining an alumni e-mail address, please contact the **Alumni Relations office** at **909-537-2586**.

1 Go to **csusb.joinhandshake.com/login** to access Handshake. Click the blue **“Current Students Click Here”** button to see if you have access, if not continue to step 3 of this page.



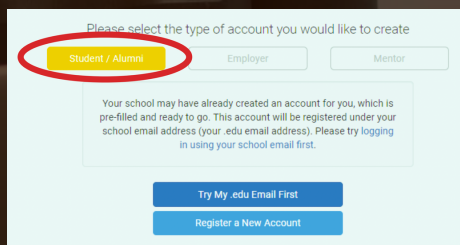
Handshake login page. The left panel says 'Welcome to Handshake Find jobs better, together.' with the Handshake logo and a 'Sign up for an Account' link. The right panel says 'Sign in to Handshake' and features a blue button labeled 'Current Students Click Here!' which is circled in red. Below it is an email input field with 'email@example.edu' and a 'Next' button. A note below the input field says: 'You can also sign in with your email address. (Please use your .edu address, if applicable.)'

2 At the Handshake login page select **“Signup for an Account”** under the Handshake logo, or enter your alumni email into the bottom text box.



Handshake login page. The left panel has the 'Sign up for an Account' link circled in red. The right panel is the same as the previous screenshot, with the 'Current Students Click Here!' button circled in red.

3 Select **“Student/Alumni”** and follow the prompts to gain access to Handshake.



Handshake account creation page. It asks 'Please select the type of account you would like to create'. Three buttons are shown: 'Student / Alumni' (circled in red), 'Employer', and 'Mentor'. Below is a text box stating: '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.' At the bottom are two buttons: 'Try My .edu Email First' and 'Register a New Account'.

**If you are having difficulty gaining access,
please call the Career Center at (909) 537-5250.**