How to Connect Alumni with Their School

Shannon Hittson - February 06, 2018 13:40

In this scenario we will cover the three different scenarios in which an alum can be connected to your school in Handshake. The text in **bold** explains what a career services user would see in each situation.

1. An alum registers an account at your school’s Handshake URL (ex: hittsonu.joinhandshake.com).
   - A notification that an alum is requesting to connect with your school on Handshake.

2. An alum registers an account at Handshake’s generic URL (app.joinhandshake.com).
   - No notification sent! This student needs to contact their school via email or phone to connect.

3. An alum has not yet registered an account in Handshake.
   - No notification sent! This student needs to contact their school via email or phone to connect.

In all scenarios, career services will follow the same workflow to connect a student with an existing Handshake account. They will need to know the email address of the alum to complete the following steps:

1. As a career services user, go to “Manage Students” on the left hand navigation pane.

2. As the alum waiting for the connection, you will see this screen when you log in:
3. To complete the connection, the Career Services user should type the email address of the existing user in the "Add existing student by email..." text box. Next, click "Add User".

4. As a career services user, you will know the connection is complete when you see "Student was successfully added."

5. As an alum, you will see that you’ve connected with your school when you try to log in to Handshake next (on the left side of the screen below) and you will be taken through the set password workflow.
In all scenarios, if a student does not yet have an account in Handshake, career services can send them a link via email to sign up for their own connect and follow the steps above to connect. Alternatively, career services can create an account for the student by navigating to "Manage Students" on the left hand navigation pane:

From here, you can add a new student on the right hand side of the screen by clicking "New Student":

This will take you through the new student workflow:

To learn more about how to move existing students to alumni, you can read this article!