

Handshake

Alumni Login Guide

Overview

As *students*, the single sign-on service (SSO) was used to log in to Handshake as well as other services like Desire2Learn, Student Self Service, My Mansfield, and more. As *alum*, access to the SSO is removed. To continue using Handshake without access to Mansfield University's SSO, a different set of login credentials must be created.

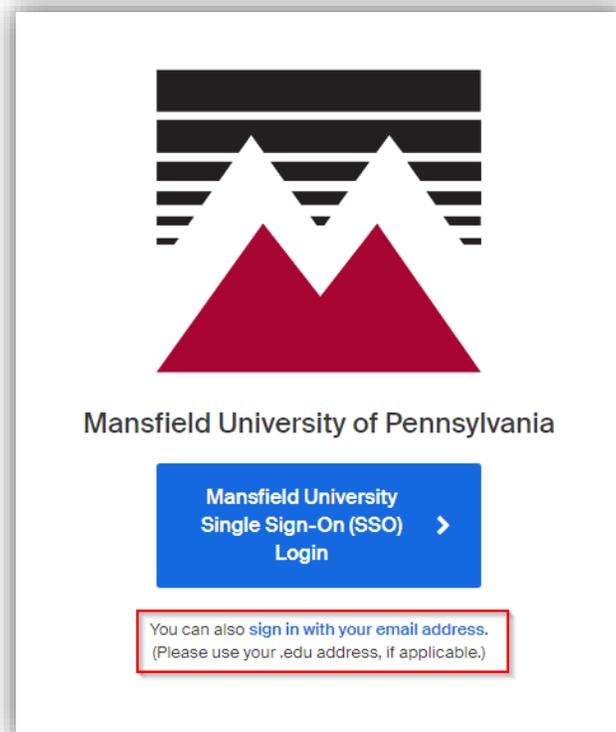
All of your Handshake information will remain intact; your new credentials are simply an alternate method of accessing your Handshake account. Creating this new set of credentials will allow you to login with your alum email address and a password that you create specifically for Handshake.

What You Need

1. **Your Mansfield University alumni email address.** Shortly after graduation, you received an email detailing your account changes. Your alumni address will end with '@mounties.mansfield.edu'.
2. **Access to your alumni email inbox.** As part of the setup for your new credentials, Handshake will send a link to your inbox. This link will direct you to a page to set your new password. Don't have access to your alumni email? Contact the Campus Technologies Help Desk at 570-662-4357 or helpline@mansfield.edu.
3. **A unique password for your Handshake account.** The password you create for Handshake will be different from the password used for any other services. Unlike the SSO, where a single set of credentials granted you access to several services, the credentials that you will be creating for Handshake will *only* work with Handshake.

Creating Your New Credentials

Navigate to the [Handshake login portal](#) in your browser. The screen presents two options for sign in. The first is the SSO. Do *not* select this option. Below is a link to "sign in with your email address". Select this option and enter your alumni email address.





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Enter your email (use your .edu email if applicable)

[Next](#) [Need Help?](#)

You will now start the process of creating a password. Click “Get Started”. You will immediately be taken to a screen directing you to check your email.

Welcome, [blurred]

Looks like you haven't created a password for your Handshake account yet. Click below and you'll receive a verification email with a link to set one.

[Get Started](#)

In your inbox, you should have an email from Handshake to set your password. In the body of this email, click the “Set My Password” link.

Handshake

Hello [blurred]

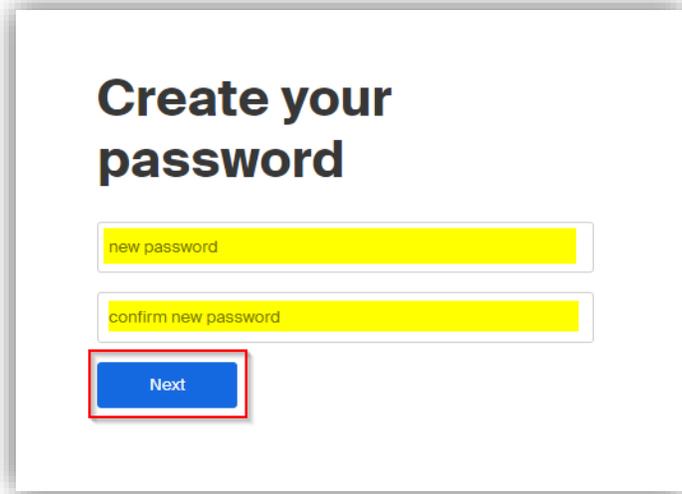
We have received your request to set your password.

Please click the following link to set your password: [Set My Password](#)

If you did not request to set your password, please disregard this email.

Thank you,
The Handshake Team

Create your new password. Remember, this password will only be used for Handshake.



Create your password

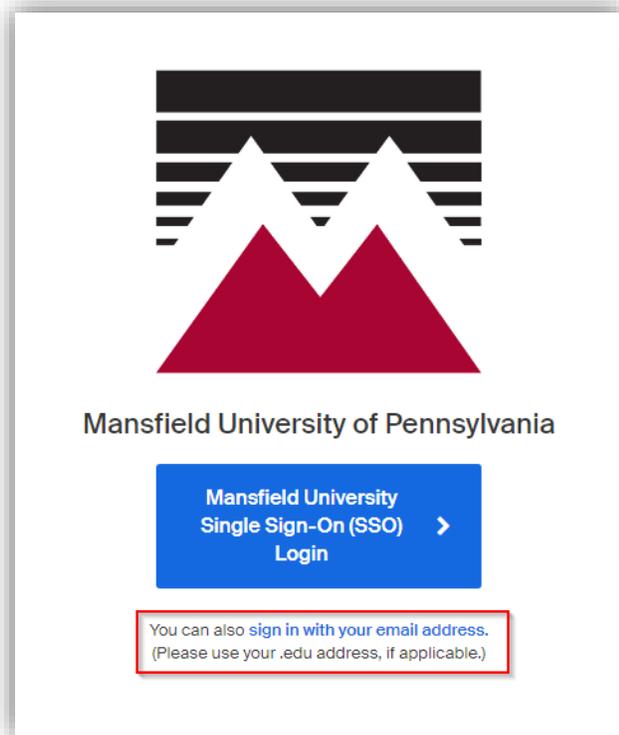
new password

confirm new password

Next

Sign In as an Alum

Now that you have created an alternate set of credentials for your Handshake account, you can sign in. Navigate to the [Handshake login page](#) in your browser. You will be prompted to choose between the SSO and using your email address. Choose 'sign in with your email address', then 'log in using Handshake credentials'.

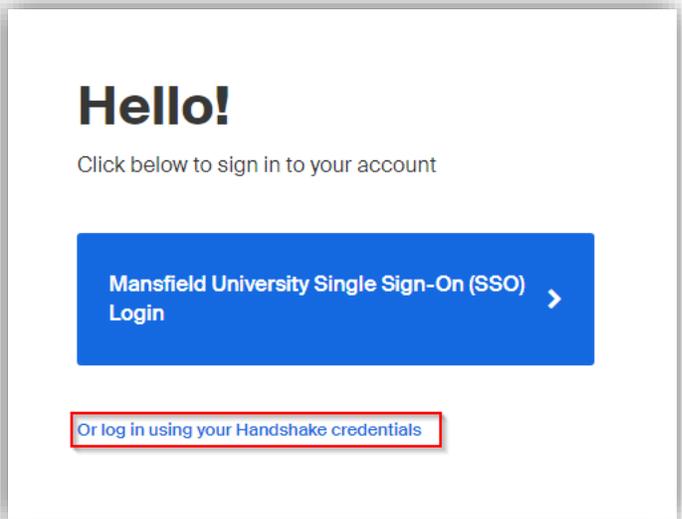




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Mansfield University Single Sign-On (SSO) Login

You can also [sign in with your email address](#).
(Please use your .edu address, if applicable.)



Hello!

Click below to sign in to your account

Mansfield University Single Sign-On (SSO) Login

Or log in using your Handshake credentials

Enter Handshake password.

Questions?

Contact the Career Center at 570-662-4133 or careers@mansfield.edu.