Using Handshake: A Guide for Alumni

Learn how to log in to Handshake, access resources, and sign up for appointments and events.
**Step 1 — Handshake**

- Go to [https://babson.joinhandshake.com/](https://babson.joinhandshake.com/)

**Step 2 — Handshake**

- Click "Babson College Sign On."

Step 3 — Handshake

You will be directed to Babson single sign on. Enter your Babson username and password.

Step 4 — Handshake

- If you do not remember your Babson username or password, go to http://connector.babson.edu and reset it by clicking "Forgot Username" or "Forgot Password" at the bottom of the screen.

- If you are still having trouble, email alumrel@babson.edu.
Step 5 — Handshake: Alumni Job Search Tool Kit

- Select the "Career Center" tab on your Handshake home page and then the "Resources" tab to access the Alumni Job Search Tool Kit with its Career Education Video Library, resume templates, and other helpful job search resources.
Step 6 — Handshake: Alumni Job Search Tool Kit

- Once you click on the "Resources" tab you will be brought to the Resources Library. Select "Welcome Back Babson Alumni."

Step 7 — Handshake: Alumni Job Search Tool Kit

- This will bring you to the Alumni Job Search Tool Kit with a collection of helpful templates, links, and videos for Alumni.
Step 8 — Handshake: How to Book a Coach Corner Appointment

- To book a **Coach Corner** appointment, sign into Handshake and go to the "Career Center" tab from the drop down menu.

Step 9 — Handshake: How to Book Coach Corner Appointment

- Then click "Appointments."
Step 10 — Handshake: How to Book Coach Corner Appointment

- Then click "Schedule A New Appointment" at the top of the page.

Step 11 — Handshake: How to Book Coach Corner Appointment

- On the next screen, you may then choose the type of appointment you are interested in scheduling.
Step 12 — Handshake: How to Book Coach Corner Appointment

Once you select your desired appointment type you can select the date and time that works for you. You will then receive an email confirming your appointment.

Please note: all times are EDT.

Step 13 — Handshake: How to Join a Job Search Team

To join an Alumni Job Search Team in Handshake, go to the "Events" tab.
Step 14 — Handshake: How to Join a Job Search Team

- A list of upcoming events open to alumni will populate.

Step 15 — Handshake: How to Join a Job Search Team

- You can either scroll down until you find the list of available Alumni Job Search Teams, or you can type “alumni job search team” into the search box on the right hand side of your screen.
Step 16 — Handshake: How to Join a Job Search Team

- Click on the Alumni Job Search Team you are interested in joining. Then click + RSVP for Event to join the Alumni Job Search Team.

Please note: all times are EDT. You commit to actively participate in this team for four consecutive meetings.