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."

You can also sign in with your email address. (Please use your acu address, if applicable.)
Step 3 — Handshake

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

User name:

ecanon1

Password:

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Login

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 Search for Jobs in Handshake

To see all jobs approved by Babson College, you can click on the "Jobs" tab on the top menu on the left hand side of your screen.

If you'd like to filter the search results on this page, you can use the search bar feature in the upper left hand corner to filter by employer name, job title, or job description. You can also use the quick filters on the right to filter by job location or job type. To see all available filters, click on "All Filters."
When you’re ready to apply for a job, click on the red button that says apply.

Please note, if the job posting indicates that you need to apply externally, you will need to follow the instructions to complete your application that may direct you to an external site.

Make sure you attach any required documents, such as resume and/or cover letter.

To save a job, you can click the bookmark flag to the right of the position. All jobs you have saved will appear in the "Saved" tab.

You can also find all jobs you have applied to by clicking on the "Applications" tab.