

# Logging in to Handshake

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A quick guide for alumni

# What is Handshake?



Handshake is our new platform that allows you to tap into an exclusive world of career and industry opportunities. Jobs, internships and placements from companies of all sizes and located all over the world are posted on the platform for Regent's students and alumni to access and apply for.



Handshake is also the new way for alumni to access your career coaching for life benefit. You can use the platform to connect with our career consultants and book an appointment virtually or in person, wherever you are on your career journey.



Handshake is the new home for promoting any career events open to alumni. You can view these events and sign up via the platform.



Finally, Handshake is the go-to place to hire the best of Regent's talent. If you are an alumnus/a who regularly hires new graduates or hosts internships, Handshake is a great place to advertise them.

# How do I sign up to Handshake?

The sign up process is slightly different depending on when you graduated. In both cases, please login using a web browser. Once you have signed in, you can then download the app.

Click on the graduation date relevant to you:

I graduated in or  
after 2013

I graduated before  
2013

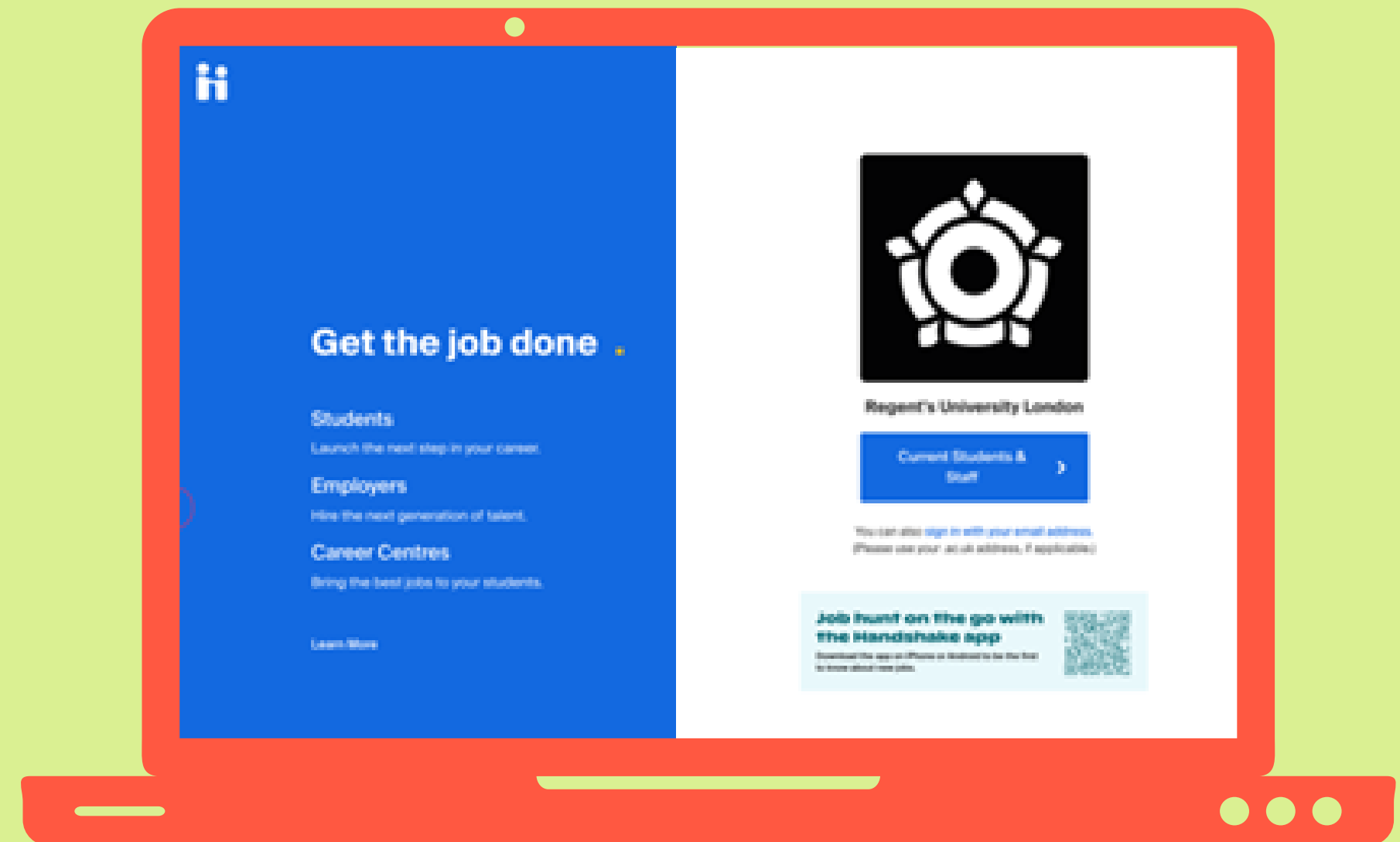


# I graduated in or after 2013

Using [this link](#), click on 'Sign in with your email address' on the opposite page using your personal email.

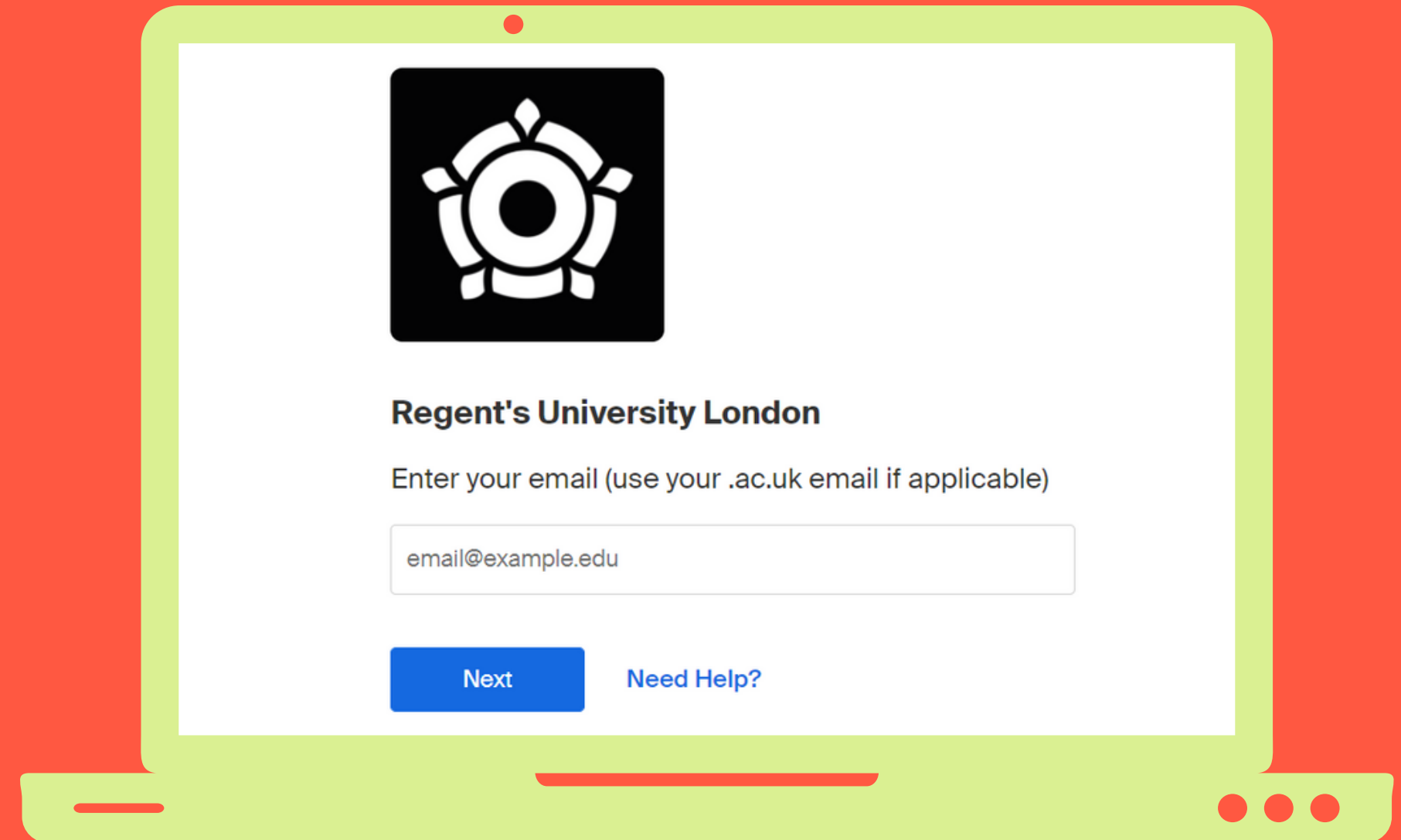
**IMPORTANT:** You must click on 'Sign in with your email address' and you must use the personal email address we have contacted you on to invite you to Handshake.

<https://regents.joinhandshake.co.uk/edu>



# Step 2:

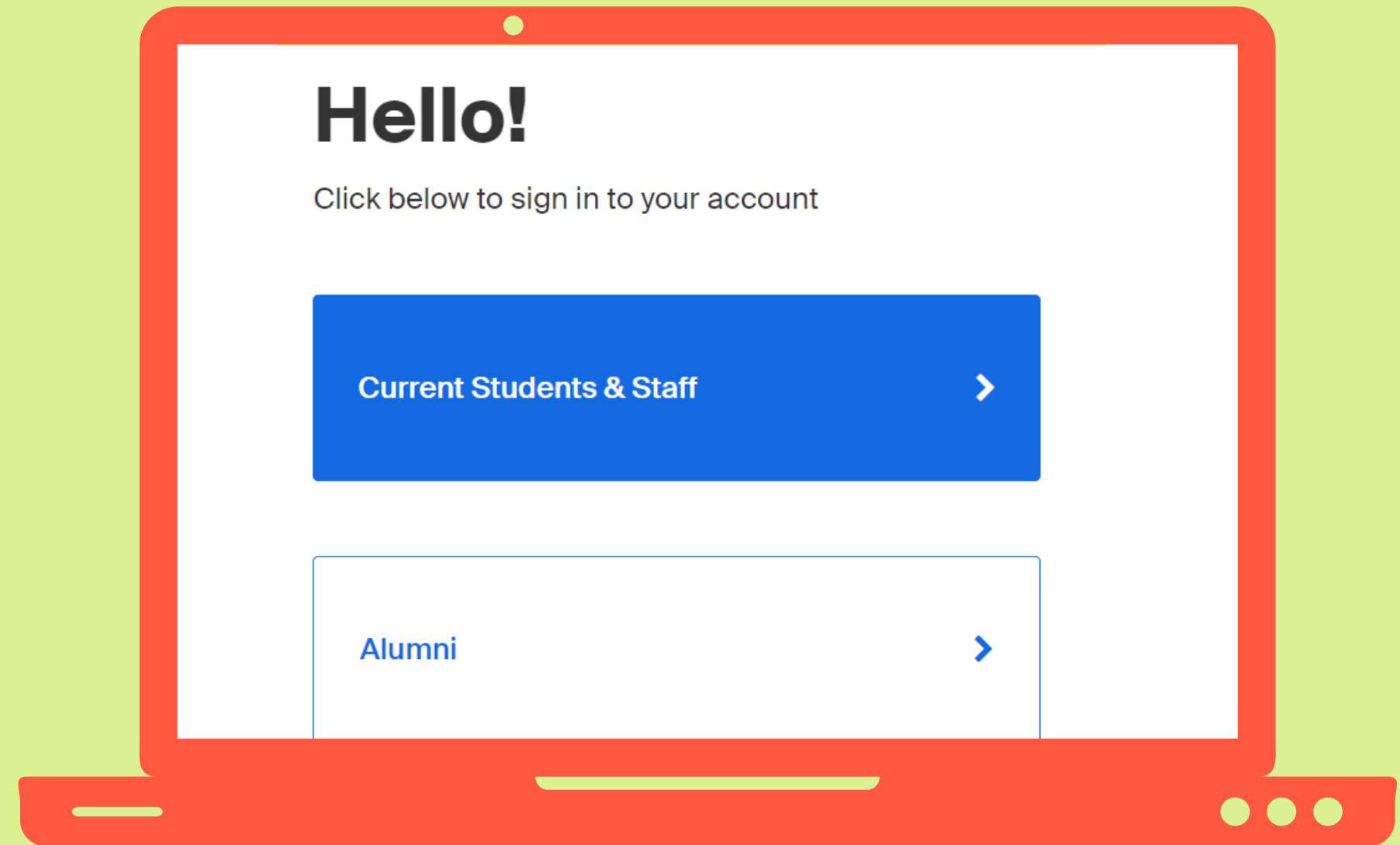
Enter your personal email address. This is the email address we contacted you on (this should not be an ac.uk email).



The screenshot shows a laptop screen with a registration form. At the top left of the form is the Regent's University London logo, a black square containing a white stylized crest. Below the logo, the text "Regent's University London" is displayed in bold. Underneath, the instruction "Enter your email (use your .ac.uk email if applicable)" is shown. A text input field contains the placeholder "email@example.edu". At the bottom of the form, there is a blue button labeled "Next" and a link labeled "Need Help?".

# Step 3:

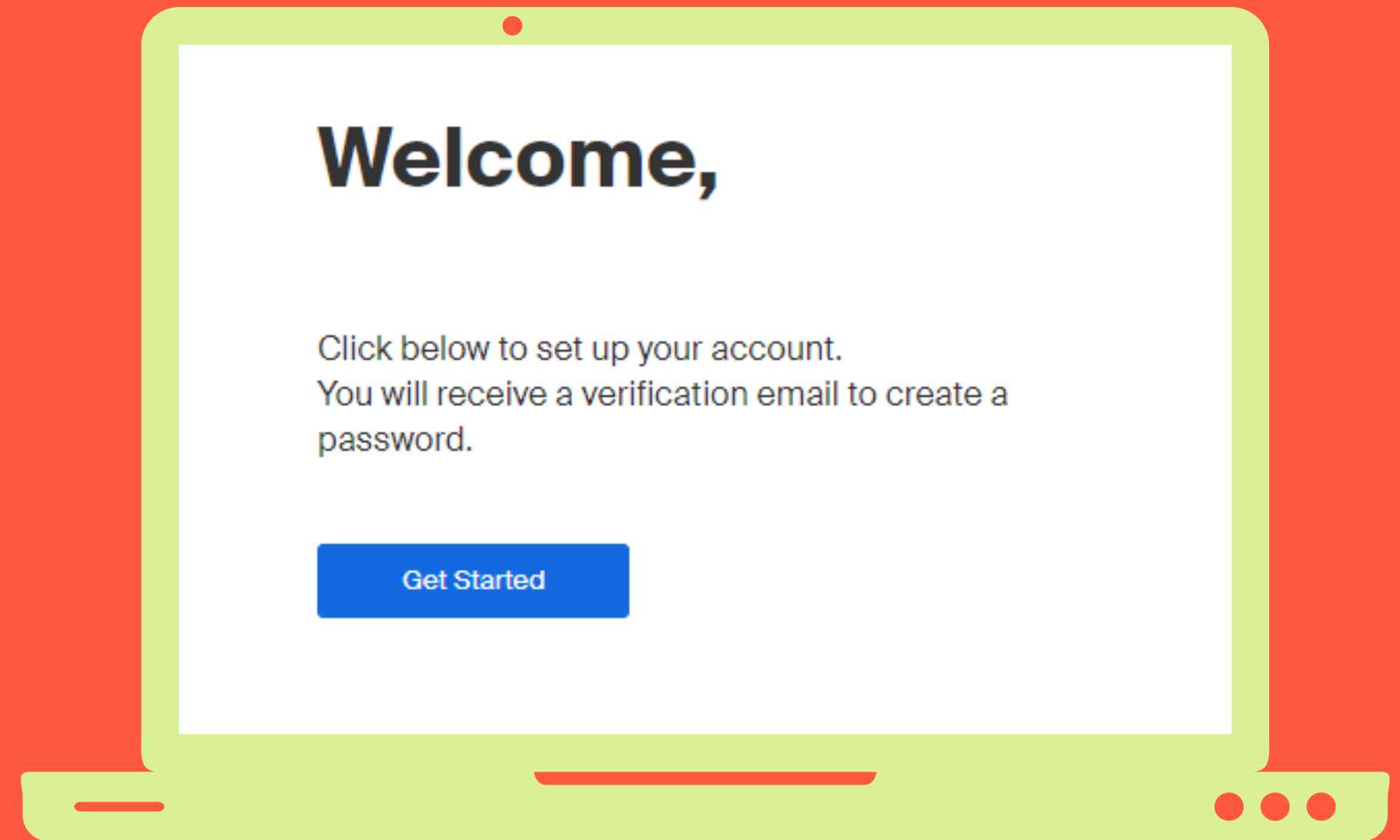
Click on alumni.



# Step 4:

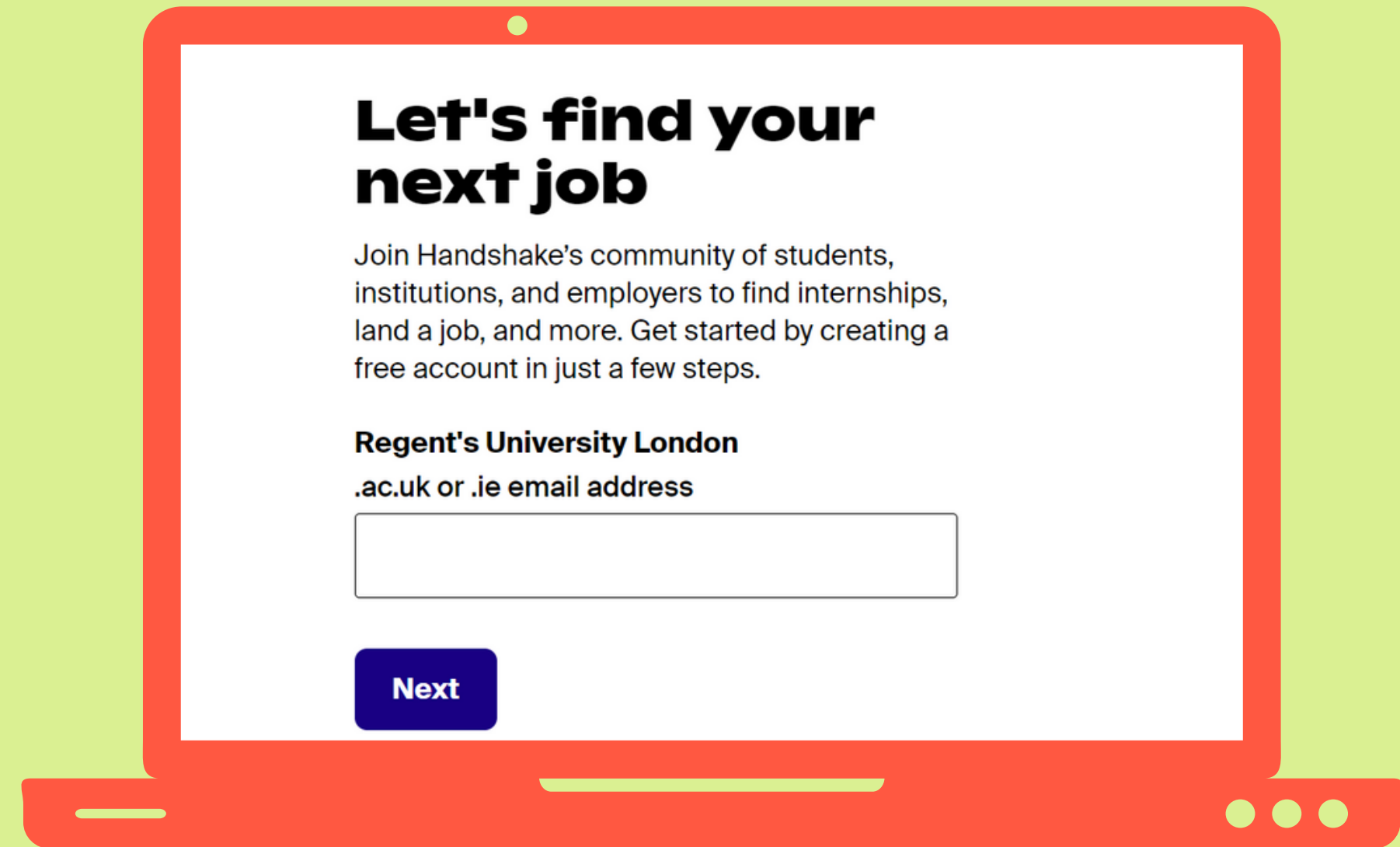
Welcome to Handshake! Click 'Get Started' to begin your Handshake journey.

Not what you're seeing? Double check you are using the email address we contacted you on, and if that still isn't working, [email us](#) so we can get it fixed!



# I graduated before 2013

Using [this link](#), enter your personal email address. This should not be an ac.uk or .ie email.



**Let's find your next job**

Join Handshake's community of students, institutions, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.

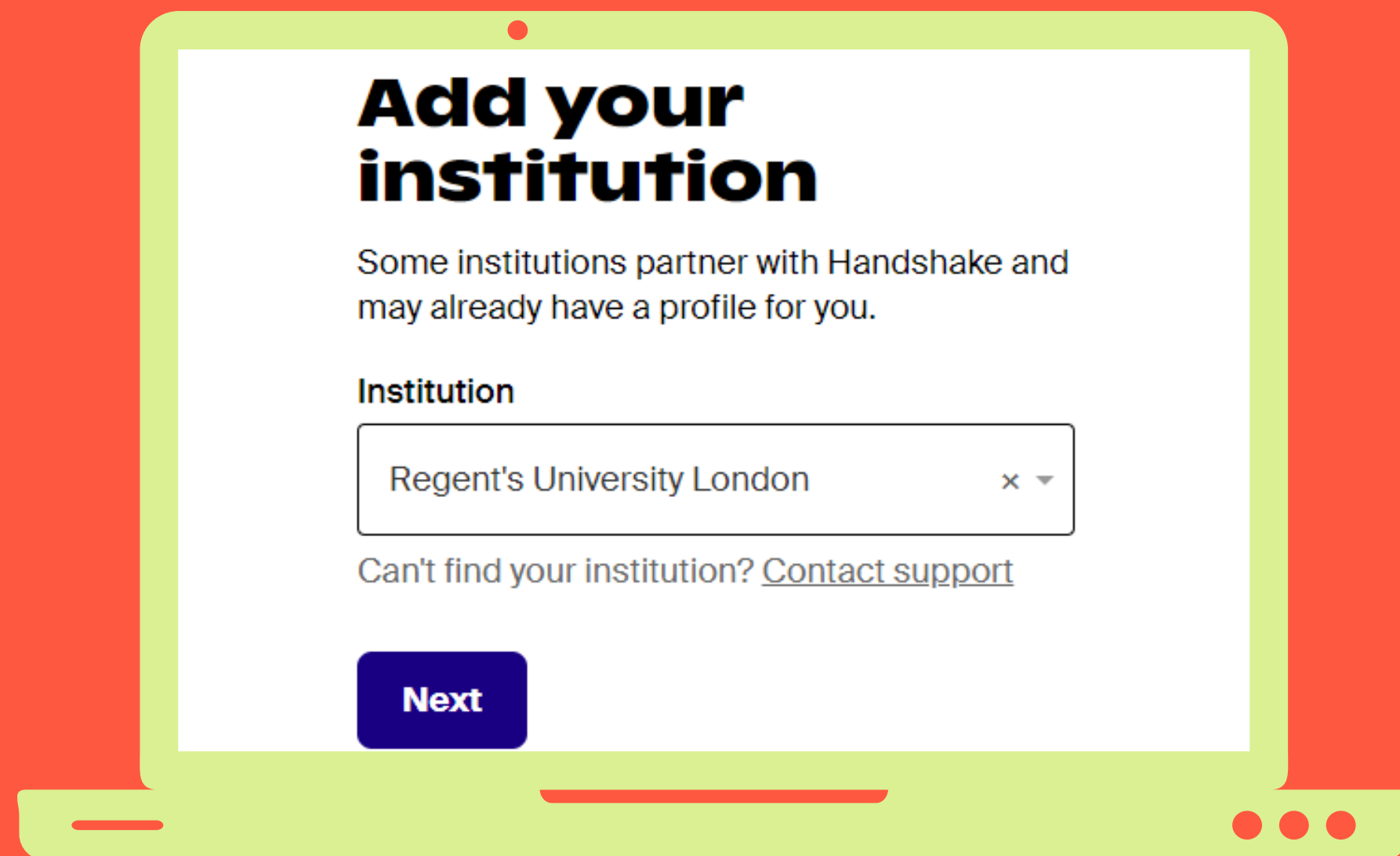
**Regent's University London**  
.ac.uk or .ie email address

**Next**



# Step 2:

Next, add Regent's University London as your institution if it's not already populated.

A screenshot of a web form titled "Add your institution" on a laptop screen. The form has a white background and is set against a red background. The title "Add your institution" is in bold black text. Below the title is a paragraph: "Some institutions partner with Handshake and may already have a profile for you." Underneath is a section labeled "Institution" with a text input field containing "Regent's University London" and a small "x" icon to the right. Below the input field is a link: "Can't find your institution? [Contact support](#)". At the bottom of the form is a dark blue button with the word "Next" in white text. The laptop frame is light green with a red trackpad and three red dots in the bottom right corner.

**Add your institution**

Some institutions partner with Handshake and may already have a profile for you.

**Institution**

Regent's University London x

Can't find your institution? [Contact support](#)

**Next**

# Step 3:

Next, choose a password and check and agree to the terms and conditions.



**Choose a password**

Passwords must be 8+ characters and contain 2+ of the following categories: letters, numbers, and special characters.

Password

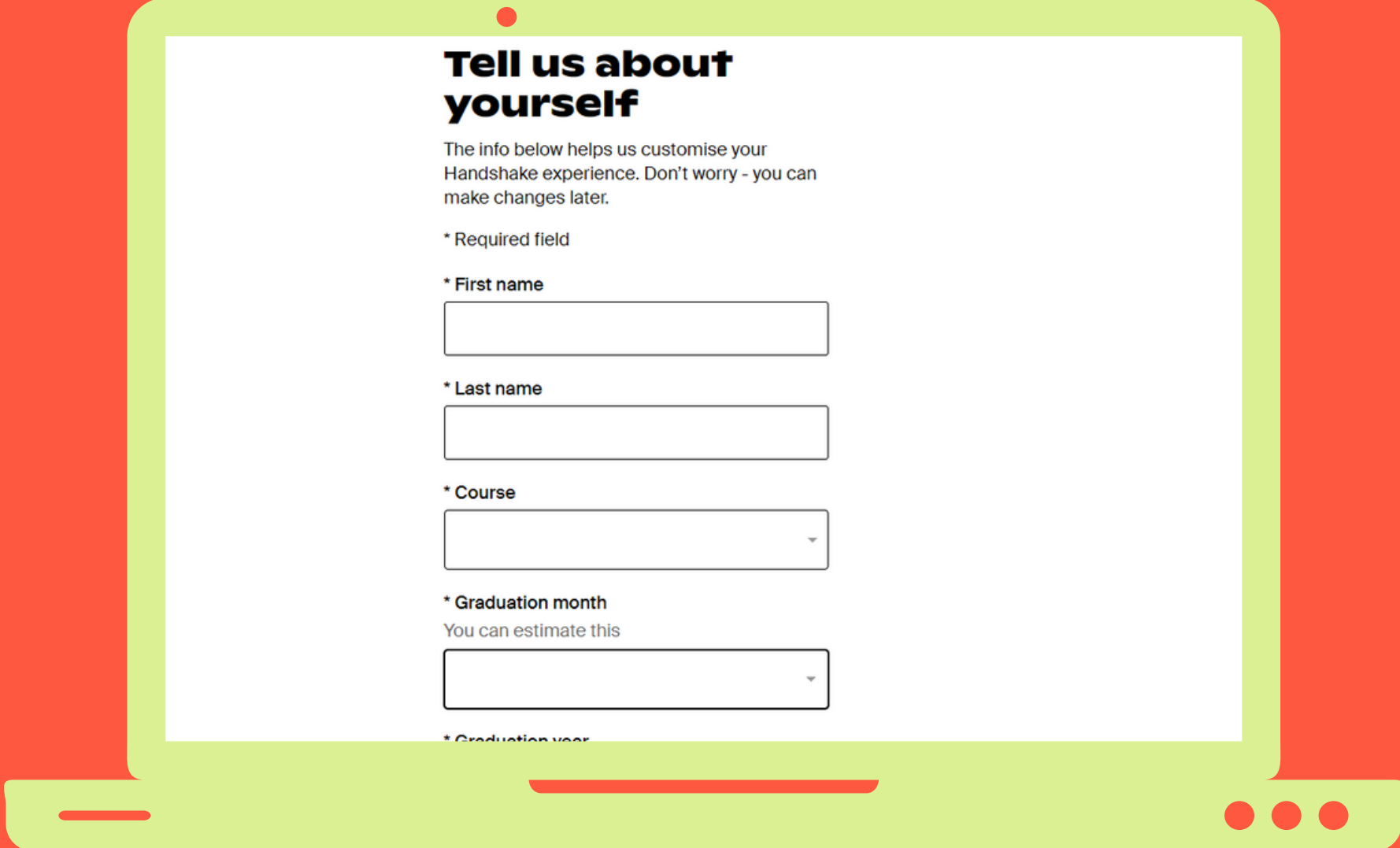
Re-enter password

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#) and acknowledge that my data created on this site may be shared with my university providing career and other services and with prospective employers as described in the [Privacy Policy](#).

# Step 4:

Complete the 'Tell us about yourself' section so we can verify you, then visit your inbox to confirm your email address.

Complete your profile to get started on your Handshake journey! Please note, we have to verify your profile and this can take up to 3 working days.



**Tell us about yourself**

The info below helps us customise your Handshake experience. Don't worry - you can make changes later.

\* Required field

\* First name

\* Last name

\* Course

\* Graduation month  
You can estimate this

\* Graduation year

# Frequently Asked Questions

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After following the steps, I still can't sign up.

If you've followed all the steps above but still can't sign up to Handshake, email us ([alumni@regents.ac.uk](mailto:alumni@regents.ac.uk)) and we'll get it sorted.

The email address I'm signing up with isn't my current one. How do I change it?

You can update your email address by heading to Settings & Privacy once you've signed in. Here you can add another email address - but be sure to make your updated email address your primary one.

How do I change the details on my profile?

Most details you can change yourself and update on your profile. However, if something doesn't look right with your Level of Study (i.e. alumni) or your Course Studied details, then please email us at [alumni@regents.ac.uk](mailto:alumni@regents.ac.uk) and we can get that fixed.

How do I book an appointment with the Careers team?

When you've logged into Handshake and completed your profile, you will see a tab at the top called Career Centre. Here you can access to resources, events and connect with our careers consultants virtually or in person.

Where can I find out more about Handshake and my data?

Find out more about Handshake's privacy policy and data [here](#).