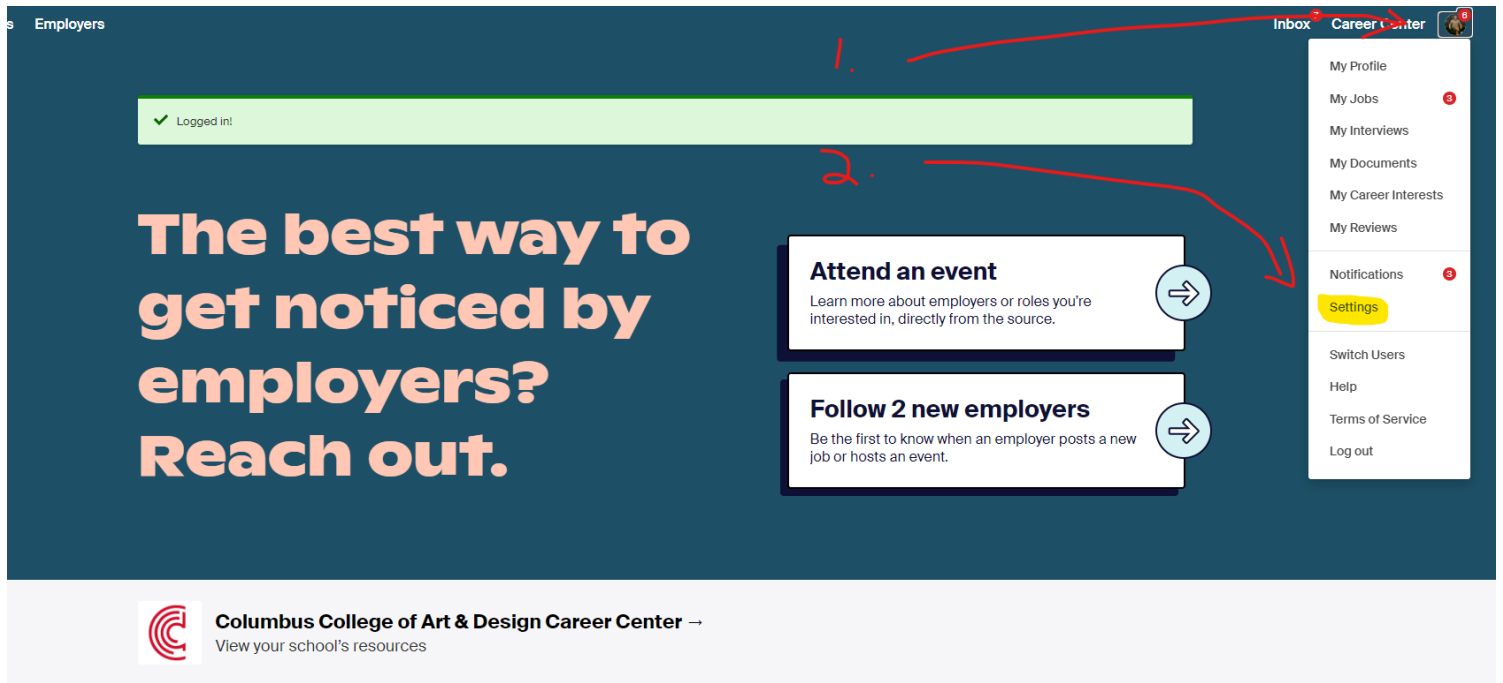


I. HOW TO SET A NEW PRIMARY EMAIL ADDRESS:

First, login to your Handshake account as you normally do. Then, go to “Settings” (top right corner).



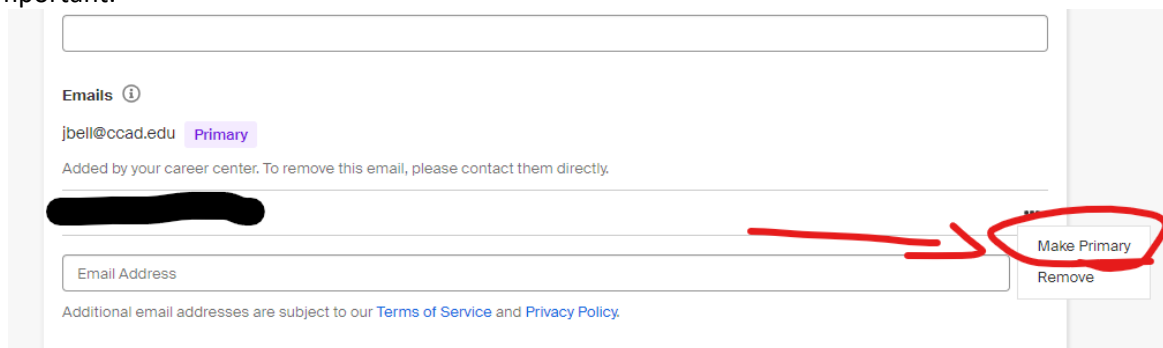
Then, add a new email address at the bottom of the “Account information” section

The screenshot shows the 'Account Information' section in the Handshake user interface. The form includes fields for First Name, Preferred Name, Middle Name, Last Name, School Year, and Mobile. The 'Emails' section shows a primary email address (jbell@ccad.edu) and a red arrow pointing to the '+ Add another email' button.

When you do this, you will get a confirmation message at the *new* email account asking you to confirm. Complete that step immediately so you can complete the change.

**PRIMARY EMAIL ADDRESS:** By default, your @go.ccad.edu email address is the default email address on your account and where you will get communications from Handshake and employers who message you through the system.

You can change your primary email address to something that is NOT your @go.ccad.edu email address at any time. Make sure you regularly check this inbox, though, so you don't miss anything important.



You can login using either your @go.ccad.edu email address using single sign-on OR you can use your alternate email address that you just added to your account. However, there is a different link to use when logging in via an email address that isn't @go.ccad.edu.

See step II outlined below for more info on how to login using your new email address (the one that isn't an @go.ccad.edu email).

After you've completed this, you can then login to your account via this new email address. Any notifications or updates about your account will also go here, so you won't miss any communication.

**WHILE YOU ARE HERE: UPDATE YOUR EMAIL ADDRESS ON YOUR RESUME, PORTFOLIO SITE AND ANYWHERE ELSE YOU ARE SHARING YOUR @GO.CCAD.EDU EMAIL AS A MEANS FOR PROFESSIONAL CONTACT!**

After you lose access to your @go.ccad.edu email, you will need to login to Handshake a little differently. That is covered in section II:

## II. HOW TO LOGIN TO HANDSHAKE AS AN ALUMNI

The key thing to remember here is to now *avoid* using the big blue "CCAD Handshake Login" button. This is for single sign-on users who are using their @go.ccad.edu email address. AKA, current students. You will need to use the link *right below* the blue button that says to sign in with an email address or use your handshake login credentials. See the screen shot on the next page.

**REMEMBER: THE BLUE BUTTON IS ONLY FOR @GO.CCAD.EDU EMAIL ADDRESSES. Otherwise, use the link right below it. See the screen shot for a reference.**



Columbus College of Art & Design

~~CCAD Handshake Login >~~

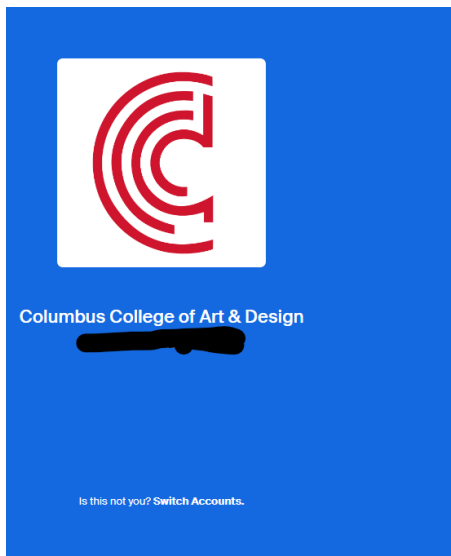
You can also [sign in with your email address](#).  
(Please use your .edu address, if applicable.)

**Job hunt on the go with  
the Handshake app**

Download the app on iPhone or Android to be the first  
to know about new jobs.



Remember, avoid the blue button. Use the link below it! After you click “Sign in with your email address” it will take you to a screen that confirms it recognizes your username, but again has the blue login button. You will need to again click the link below that says “or log in using your Handshake credentials”. After you do that, it’ll ask you for your password. Use the last password you remember for your CCAD email. If that doesn’t work, use “forgot password” and you can set up a new one.



**Hello!**

Click below to sign in to your account

~~CCAD Handshake Login >~~

[Or log in using your Handshake credentials](#)

### III. MAINTAINING YOUR ACCOUNT MOVING FORWARD

If you ever need to change your password, go through the login steps but click “forgot password”. Because Career Services set up your account, we may need to manually make changes to some things. If you ever find a setting you can’t control yourself, reach out to us at [careers@ccad.edu](mailto:careers@ccad.edu) and we can help.