For **Alumni Appointment Scheduling** (if you already have a Handshake account connected to Carleton College), please go to [Page 4 of this document](#).

## Alumni Signup

### Step 1: Go to https://carleton.joinhandshake.com/
This is the landing page to create a Handshake account. Please use your work email address to create the account in Handshake. Click “No account? Sign up here.” in the upper right corner of the screen.

![Handshake signup page](#)

### Step 2: Enter your email address.
Enter your email address on the following screen. **NOTE:** Alumni do not have to use an @carleton.edu email address. Then, click “Next.”

![Email address entry screen](#)
Step 3: Confirm “Carleton College” as your school affiliation.
On the next screen, confirm “Carleton College” is listed in the “School” box. Then, click “Next.”

Add your school
Some colleges and universities partner with Handshake and may already have a profile for you.

School
Carleton College

Can’t find your school? Contact support

A note from your career center:
Thank you for your interest in creating an account on Handshake through Carleton College. You will receive an email response within 24 hours.
https://apps.carleton.edu/career/

Step 4: Choose a password.
On the next screen, choose your password, agree to the terms of service, and confirm you have read the privacy policy. Then, click “Create account.”
Step 5: Enter your name, major, and graduation date.
Once you have created your account, enter your name, major, graduation month, and graduation year on the next screen in order to help us confirm your alumni status.

Step 6: Confirm your email address.
On the final screen for Handshake’s signup process, you will be asked to verify your email address by clicking a link in an email confirmation message from Handshake. The email is sent immediately, so if you do not find it in your inbox, please check your junk, spam, and trash folders.

Check your email
We sent a confirmation to the email below. Please follow instructions in the email to confirm your account.

Don't see a confirmation email?
- Give it a couple of minutes
- Make sure you're using the email above
- Check your spam folder
- Try resending the confirmation email
- Contact support
Alumni Appointment Scheduling

NOTE: The Career Center must confirm your connection to Carleton College in Handshake before you proceed with the below steps.

Step 1: Go to https://carleton.joinhandshake.com/
After the Career Center has confirmed your connection to Carleton College in Handshake, go to Carleton’s Handshake landing page. Once there, click one of the two Career Center links on the page, “Career Center” in the upper right corner or “Carleton College Career Center” in the left middle of the screen.

Step 2: Click “Appointments.”
On the next screen, click “Appointments” to schedule an appointment with one of the coaches in the Carleton College Career Center, as well as to see a list of upcoming and past appointments.
Step 3: Click “Appointments.”
On the “Appointments” page, click “Schedule a New Appointment” to schedule an appointment with one of the coaches in the Carleton College Career Center.