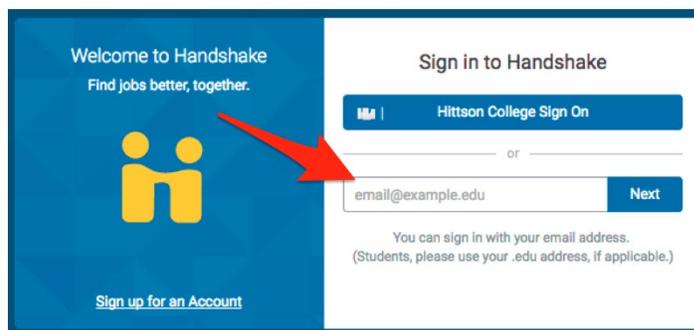


How to Log-in as an Alum & Reset your Password

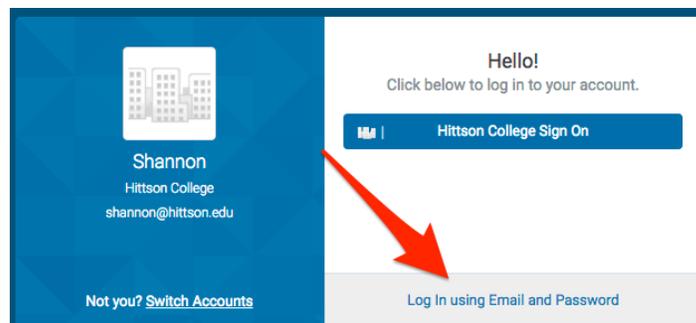
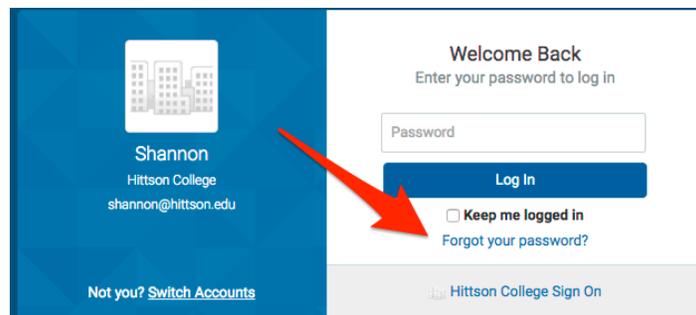
In order to log in to **WildcatWorks** account as an alum, you will need to set your **WildcatWorks** password following the steps below:

1. Visit Daemen's **WildcatWorks** website (daemen.joinhandshake.com). Enter the email address you



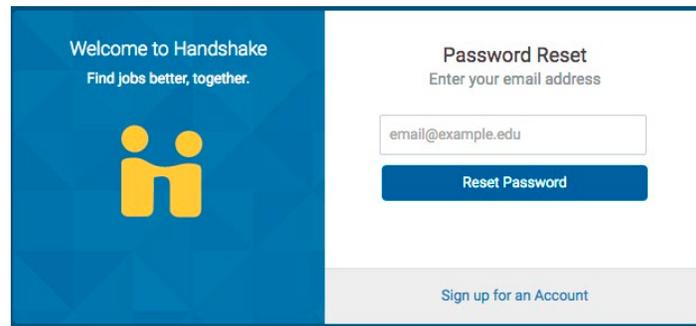
will be using for this account. If you have an active daemen.edu email address, please try that email first.

2. If you have an account with the email you added, continue with setting your password. If you do not have an account with the email you added, skip to **step 8**. The next step in the password reset is to click "Log In using Email and Password" at the bottom of the text box.



3. You will see a password prompt next. Instead of entering a password, click on "Forgot your password?"

4. Next you will enter your email address for a new password link:

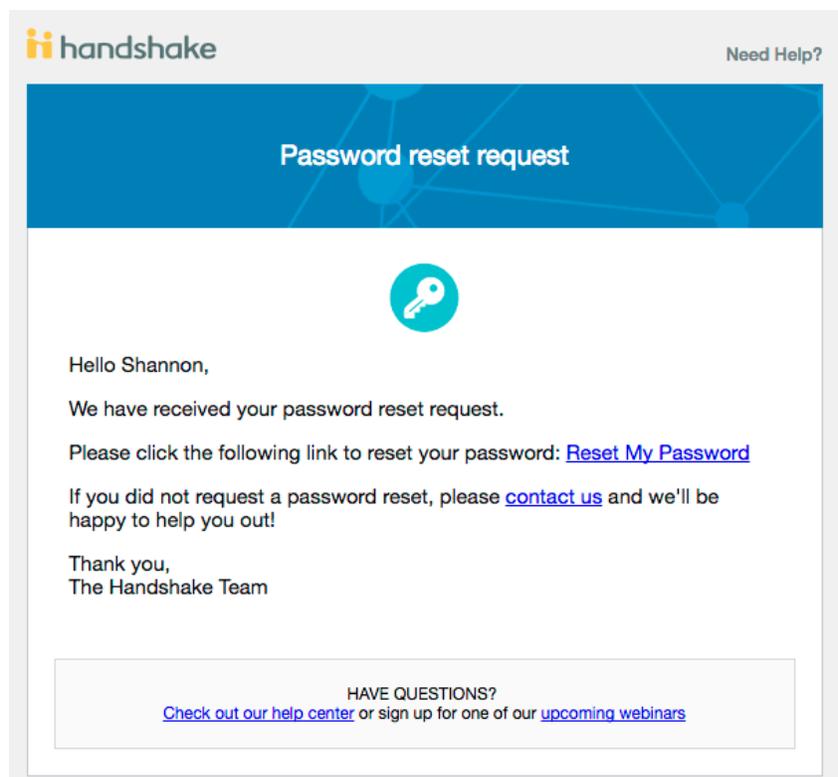


The screenshot shows a web form for password reset. On the left, a blue sidebar contains the Handshake logo and the text 'Welcome to Handshake Find jobs better, together.' The main form area is white and titled 'Password Reset' with the instruction 'Enter your email address'. A text input field contains 'email@example.edu'. Below the field is a blue 'Reset Password' button. At the bottom of the form is a link that says 'Sign up for an Account'.

5. The system will send you a link to the email you entered with instructions on how to move forward. This message will appear at the top of the screen once this is complete:



6. Check your email to find this email from Handshake. If you are not seeing this in your inbox, please be sure to check your Spam folder:



7. Follow the link to reset your password. After updating, you will be able to log in with the email address and password you just created.

The screenshot shows the Handshake website interface. On the left, a blue sidebar contains the text "Welcome to Handshake" and "Find jobs better, together." with a yellow icon of two people. The main content area is white and titled "Password Reset" with the subtitle "Enter your new password". It features two input fields: "New Password" and "Confirm New Password", followed by a blue "Update Password" button. At the bottom, there is a link that says "Sign up for an Account".

8. If you do not have an account with the email you entered, you will need to sign up by clicking "I'm a student or Alumni".

The screenshot shows a message: "Hmmm... Looks like there is no account on file for shan@carte.edu." with a link "Try another email address?". Below this, it says "Otherwise, sign up for a new account by selecting one of the following options". On the right, there are four buttons: "I'm an Employer", "I'm a Student or Alumni" (with a red arrow pointing to it), "I'm a Mentor", and "I'm with Career Services". The "I'm a Student or Alumni" button has a sub-note: "Please make sure you have tried your .edu email address."

9. On the next screen, you will be able to set up an account with a new password. Click "Register a New Account" and fill out the necessary fields:

The screenshot shows the "Sign Up" page. It asks "What kind of account do you want to create?" with three buttons: "Student / Alumni" (selected), "Employer", and "Mentor". Below is a "School" dropdown menu with "Adams State College" selected. A blue information box states: "Your school may have already created an account for you, which is pre-filled and ready to go. This account will be registered under your school email address (your .edu email address). Please try logging in using your school email first." The form includes fields for "First Name", "Last Name", "Email Address" (with a note "Please use your school email address."), "Password", and "Confirm Password". At the bottom, there is a checkbox for "I agree to the Terms of Service and have read the Privacy Policy." and a "Create Account" button.

10. If you aren't registering with an .edu email address, a career services staff member will need to approve your account before you gain access to **WildcatWorks**.