CUNY Graduate Center
Information Technology

How to login to Handshake website

**Effective: August 26, 2022**
Last Updated: September 9, 2022, 2022

This is an internal doc intended to IT Services to assist GC student logging into Handshake website. GC Career Planning department partnered with Handshake to provide this resource to GC matriculated and Alumni students only. Permit students are not eligible.

How to login to Handshake website

1. Navigate to https://gccuny.joinhandshake.com/edu

2. Select the "**The Graduate School and University of the City University of New York Sign On**" option; see screenshot
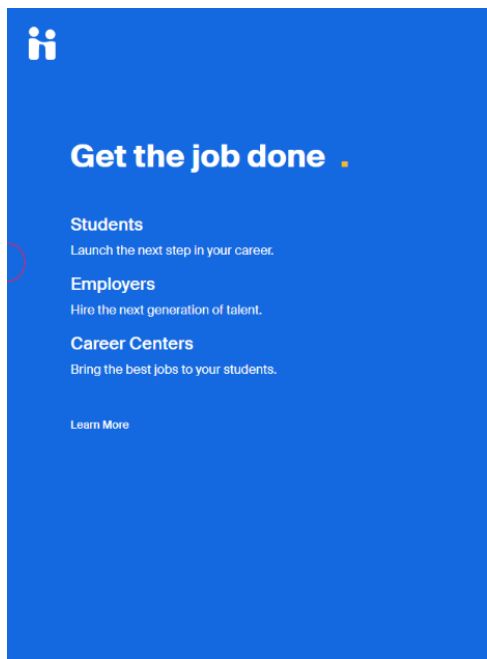
3. Enter your GC Network username (1st letter of your first name and full last name) and password:
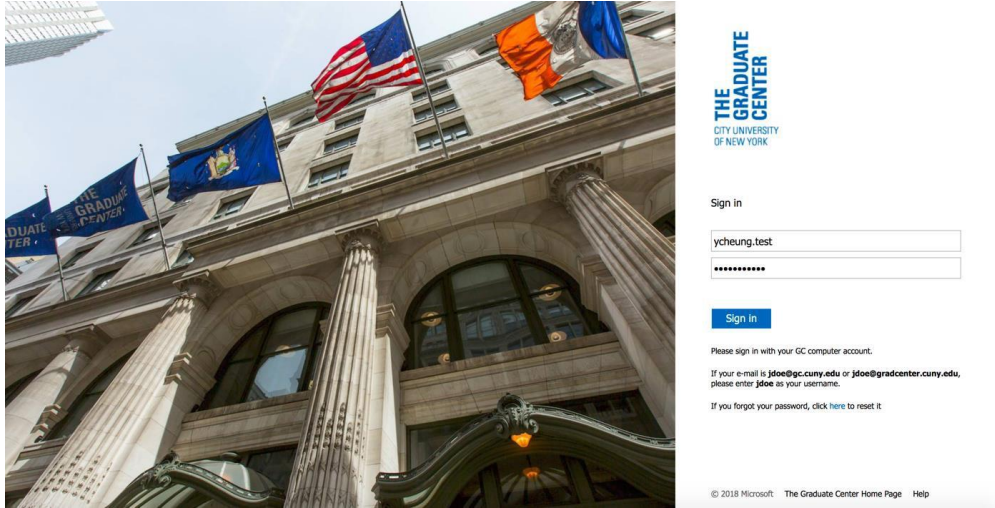
If you received an incorrect user ID or password, you can reset your GC password via self-service tool; https://passwordreset.gc.cuny.edu
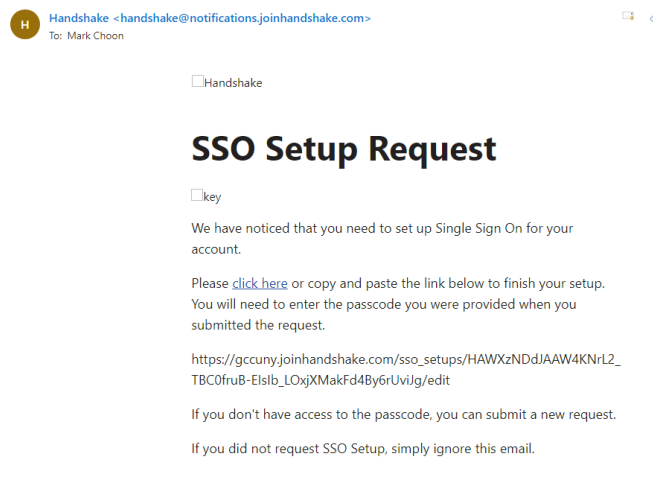

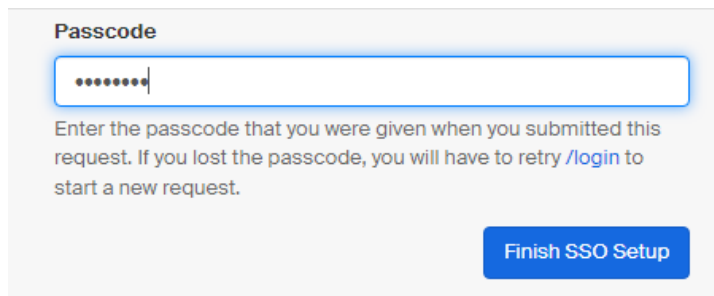4. After a successful login, you will get to the landing page. Select "**Set Up Single Sign On**" option
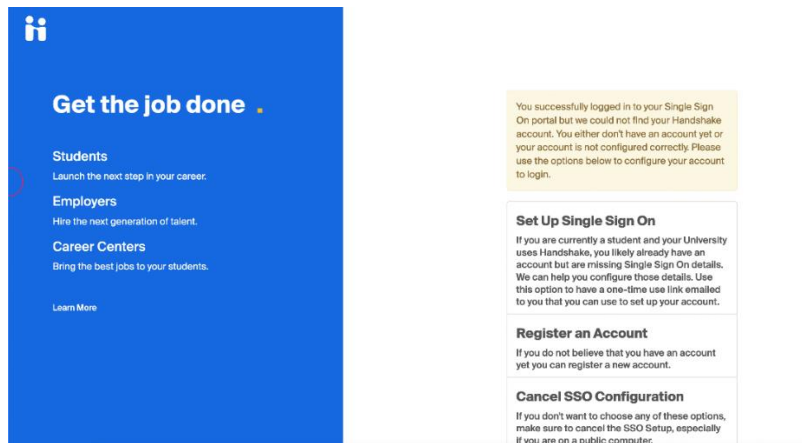
5. A dialog box will prompt you to enter your email address, use your @gradcenter.cuny.edu email address.   Then an activation passcode will appear:
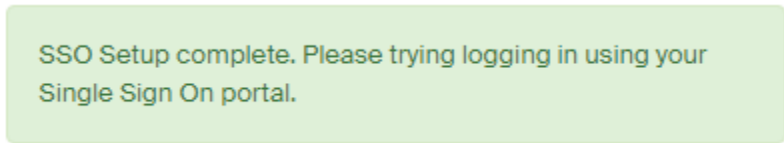
Email sent with instructions to 'mark.choonadm@gradcenter.cuny.edu'.

We have sent an email with a link to set up your SSO Details. Once you click the link, you will be required to enter the below passcode. Make sure to write it down!

O████████F

Once you enter in the passcode your Single Sign On details will be configured and you'll be able to try logging in again.
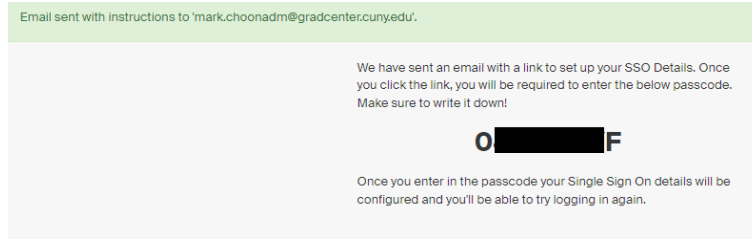
6. Check your email via http://office.portal.com. After you successful logged in your email, you will receive the following notification from Handshake. Select "**Click Here**" to proceed:
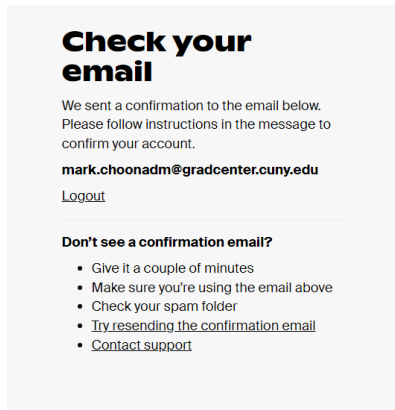
Handshake <handshake@notifications.joinhandshake.com>
To: Mark Choon

☐Handshake

SSO Setup Request

☐key

We have noticed that you need to set up Single Sign On for your account.

Please click here or copy and paste the link below to finish your setup. You will need to enter the passcode you were provided when you submitted the request.

https://gccuny.joinhandshake.com/sso_setups/HAWXzNDdJAAW4KNrL2_TBC0fruB-EIsIb_LOxjXMakFd4By6rUviJg/edit

If you don't have access to the passcode, you can submit a new request.

If you did not request SSO Setup, simply ignore this email.

7. Enter the passcode you received from Step#3, and click on "**Finish SSO Setup**"

Passcode

••••••••

Enter the passcode that you were given when you submitted this request. If you lost the passcode, you will have to retry /login to start a new request.

Finish SSO Setup

8. You will be redirect back to landing page with "SSO Setup completed…"

SSO Setup complete. Please trying logging in using your Single Sign On portal.

9. A dialog to check your email will appear after you sign-in

Check your email

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

mark.choonadm@gradcenter.cuny.edu

Logout

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

10. Go to your Handshake email and "Confirm Email"

Handshake <handshake@m.joinhandshake.com>
To: Mark Choon

Handshake

Hi Mark,

Welcome to Handshake! Please confirm your email address to get started:

Confirm Email
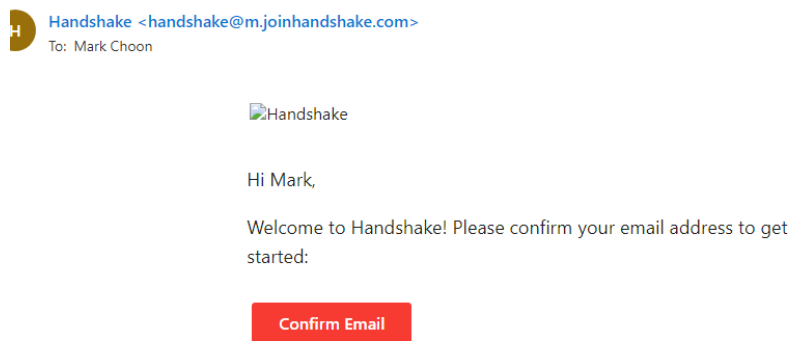
11. Congratulations! You have completed the setup, now you can start using Handshake by creating your profile

Glad you're here, Mark!

Let's confirm a few details about your education plans. You can change these later.

Institution
The Graduate School and University Ce🔒

Education level
Degree

Expected graduation date
Month

Year

☑ I agree to receive marketing messages, including promotions and special offers from Handshake.

☑ I agree to the **Terms of Service** and **Privacy Policy**.

Continue

Troubleshooting:

1. **Email address is not listed.**

   (a) If your email address has not registered in Handshake, you will get the below email in Step 4 in the Handshake notification.
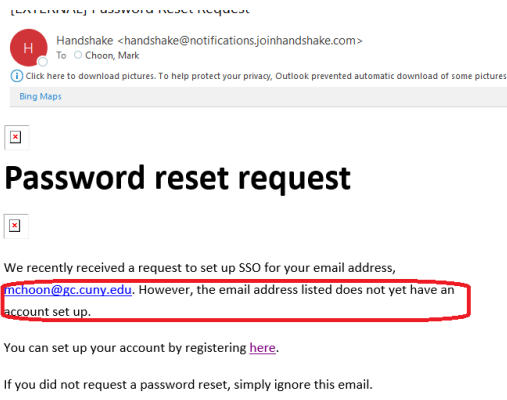
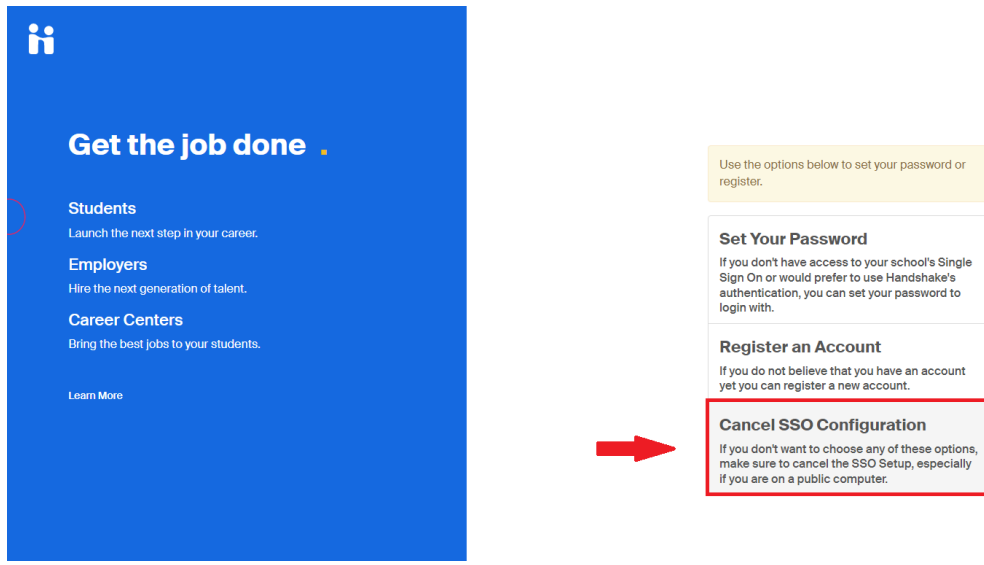   (b) Select register <u>here</u> in the Handshake notification email, and proceed to "Add your school"

   c. Click on "Next" and process to create your profile:
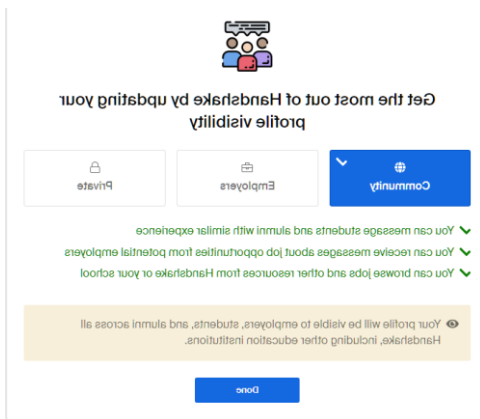
2) Logged in with an incorrect GC credentials

(a) You can cancel SSO configuration and start over

Note:

- Only GC Matriculated & Alumni are eligible for this service. Permit students will not have access.

- Escalation contacts:
    - GC Career Planning Admin Coordinator - Annabella Bernard, careerplan@gc.cuny.edu
    - GC IT Systems lead engineer for SSO - Yiu Ming Cheung, ycheung@gc.cuny.edu