



Handshake

Handshake & Email Transition Guide for Recent and Returning Alumni

Handshake is Ohio State's university-wide career management system that remains available to alumni after graduation. This guide outlines important updates to alumni email access, how it impacts your Handshake profile, and what steps you can take to stay connected with career opportunities. Whether you're a recent graduate or a long-time alum, this document will help you navigate changes and make the most of your continued access to Handshake.

Email Changes for Alumni (Effective April 2025):

Ohio State is implementing changes to alumni email access as part of a broader update to university systems. These updates will not affect your ability to access Handshake—but understanding these changes will help you plan accordingly. Here's what you need to know:

- Upon graduating, your name.#@osu.edu email address will be deactivated.
- Your BuckeyeMail (e.g., lastname.#@buckeyemail.osu.edu) will remain active for 2 years after graduation.
- If you graduated over 2 years ago, your BuckeyeMail will be deactivated by April 1, 2025.

You Will Still Have Access to Handshake:

You can keep using your **name.#** and Ohio State password to log into Handshake, even if your BuckeyeMail is no longer active. Handshake access stays the same because Ohio State uses Single Sign-On (SSO)—a system that doesn't rely on your email address:

- Use your name. # (your Ohio State username) and your university password to log in
- Enjoy uninterrupted Handshake access, as SSO operates independently of your email.

Communication and Notifications from Handshake:

Handshake uses your BuckeyeMail to send important notifications about job opportunities, events, and messages from employers. If your BuckeyeMail is deactivated:

- You will no longer receive Handshake notifications via your university email account

To keep getting emails from Handshake, update your contact information with the [Alumni Association](#) to add your personal email to your Handshake account.

- You can still view all messages and updates directly within your Handshake account.

Note: Employers can't see your email address in Handshake unless you include it on your resume, cover letter or in a message on Handshake.



Steps to Stay Connected:

We encourage all alumni to take the following proactive steps to ensure uninterrupted access to Handshake and continued engagement with Ohio State career resources:

- 1. Update Your Handshake Profile:** Verify that the resumes and cover letters on your account include your most up-to-date contact information and professional details.
- 2. Manage Alumni Contact Information:** Update your contact information with the [Ohio State Alumni Association](#) to link your personal email to your Handshake account and stay informed about alumni-specific communications and opportunities.
- 3. Keep your Login Info:** Write down your name, # and Ohio State password so that you can log in anytime
- 4. Set-Up Backup Options for OSU Single Sign-On (SSO) Account:** Add alternative recovery options, like a secondary email or phone number, to maintain access in case of password issues.

Information for Returning Alumni:

If you return to Ohio State to pursue additional degrees or coursework, your BuckeyeMail will be reactivated. You will begin receiving email notifications from Handshake via your BuckeyeMail. If your account is currently linked to a personal email, it will automatically revert to using your BuckeyeMail.

Still a Buckeye, Still Supported:

Ohio State is committed to supporting alumni through these changes by collaborating with the Alumni Association to maintain accurate email records and aid as needed. This document will be updated should there be any changes in policies or procedures.

The Arts and Sciences Center for Career and Professional Success is dedicated to helping alumni stay connected with career opportunities and resources. To explore more tools and guidance tailored to alumni, visit our [alumni resources page](#).

If you have any questions about your Handshake account, please contact handshake@osu.edu.