
Policy for Handshake accounts

All Stevenson University students enrolled in a *degree seeking program* will automatically be given accounts in Handshake.

All Stevenson University and Villa Julie College alumni can request an account in Handshake. Alumni are considered anyone who graduated from Stevenson University or Villa Julie College with an Associates, Bachelors, or Masters degree.

Alumni who graduated before 2012 can request an account by going to the Handshake login webpage (<https://hs.stevenson.edu>) and clicking on "*Sign up here*" in the upper right corner.

Alumni that graduated after 2012 may already have an account using their Stevenson email address, they should contact the Office of Career Services by email (careerservices@stevenson.edu) or by phone (443.352.4477) and provide a non-Stevenson email address so that their account can be updated.

All requests will be reviewed by an Office of Career Services staff member within 2-3 business days.

Policy for CareerShift accounts

All Stevenson University students enrolled in a *degree seeking program* and all Stevenson University or Villa Julie College alumni (see above for definition of alumni) can request an account in CareerShift.

Current students can access the CareerShift sign-up page from the Office of Career Services Student Portal. Alumni must contact the Office of Career Services to request the link to register for an account.