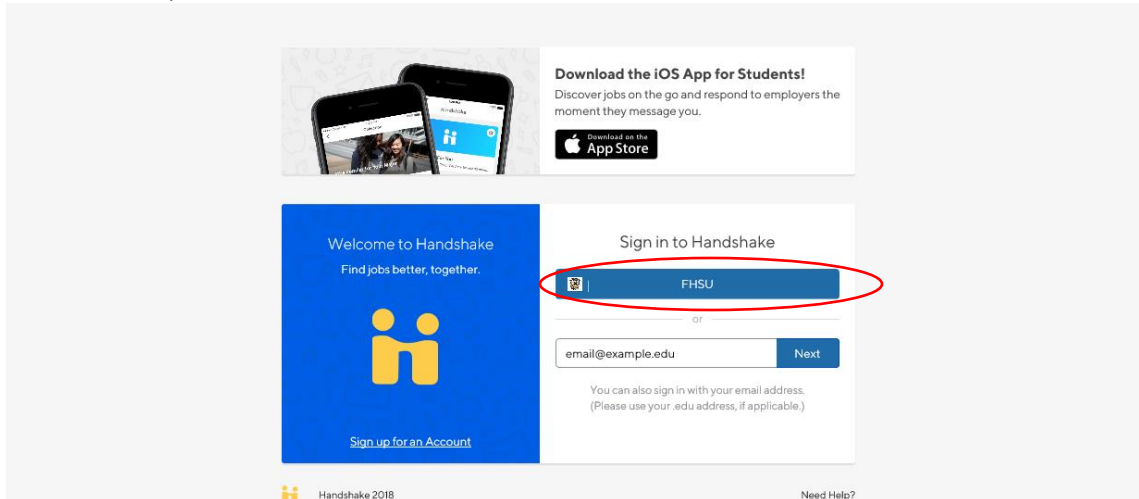


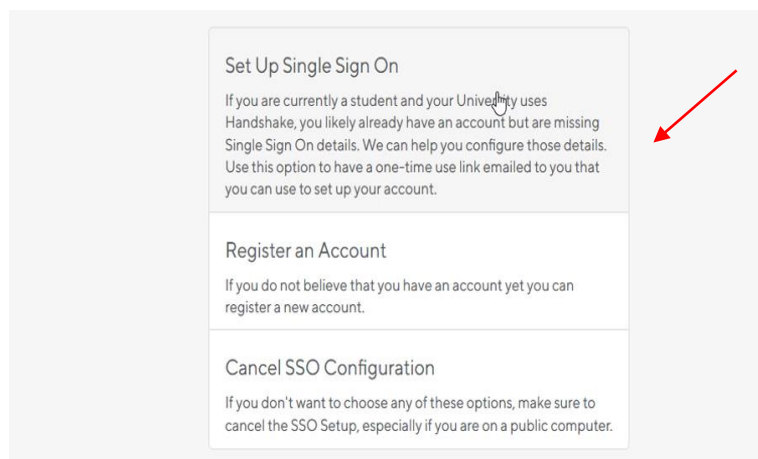
How to Set Up Single Sign On for your Handshake Account

(Step by step instructions for graduate students)

1. Log into your Workday account.
2. Go to the "Online Services" tab and under "Academic & Career Advising", select "Handshake".
3. Select the "FHSU" option.



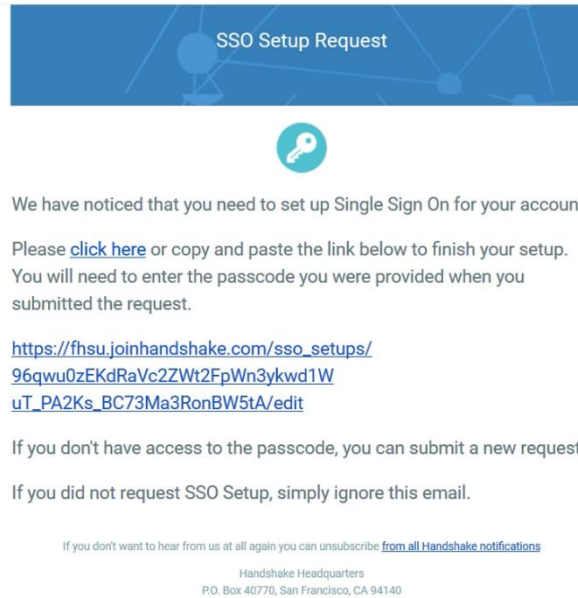
4. Click the "Set Up Single Sign On" option.



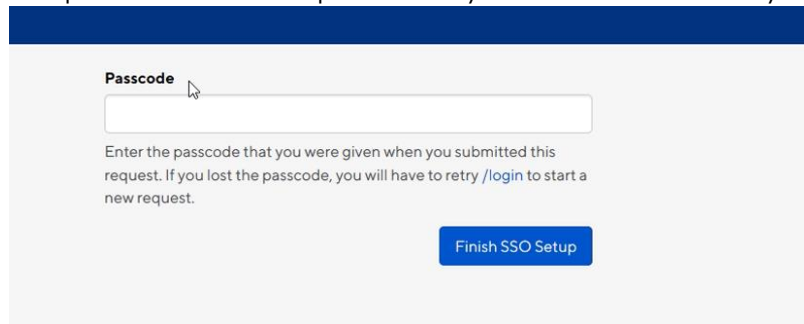
5. You will then be prompted to provide your email address and an email will be sent to that account.
6. Your own unique passcode will appear following your email submission. You will need this passcode in step 8.



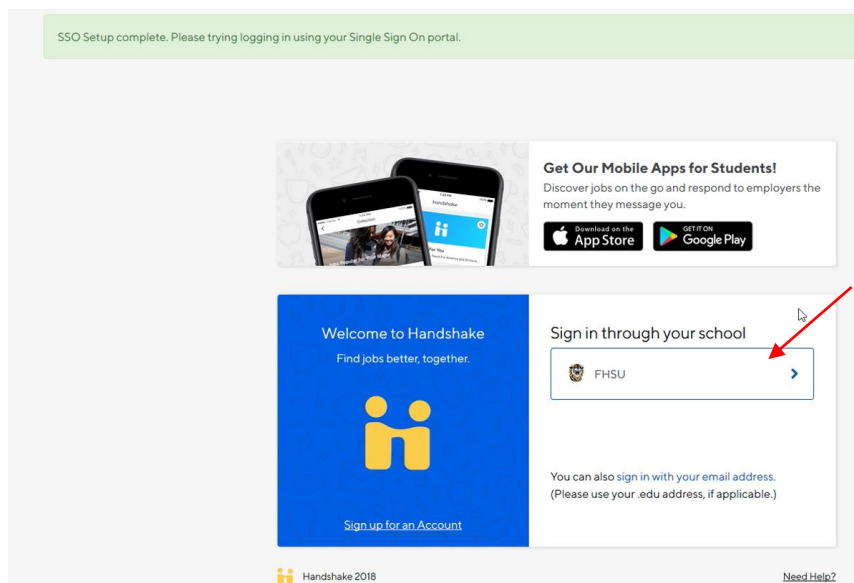
7. You will then open the link provided in the email which you receive from Handshake.



8. You will be prompted to enter the passcode you received before you finish set up.



9. Single Sign On Setup should be complete and you can sign into Handshake through FHSU.



For additional assistance, please contact FHSU Career Services at careers@fhsu.edu or (785) 628-4260.