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.

If you are currently a studer	nt and vour Unived™ity uses
Handshake, you likely alrea	dy have an account but are missing
Single Sign On details. We d	can help you configure those details.
you can use to set up your a	account.
Register an Account	
If you do not believe that yo	ou have an account yet you can
register a new account.	
Cancel SSO Configu	ration
If you don't want to choose	any of these options, make sure to
cancel the SSO Setup, espe	ecially if you are on a public computer

- 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.

Email Address	We have sent an email with a link to set up your SSO Details. Or you click the link, you will be required to enter the below passed Make sure to write it down!
	zvWciiQm
Submit Request	Once you enter in the passcode your Single Sign On details will configured and you'll be able to try logging in again.

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.



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