# How to Set a New Password & Maintain Your Handshake Account
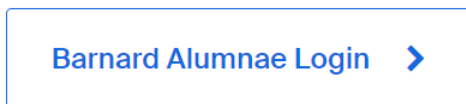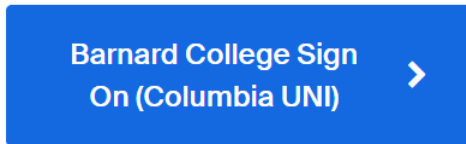## Instructions for New Graduates  |  Barnard College

1. On the login page, click "sign in with your email address."

   **Barnard College**

   | Barnard College Sign On (Columbia UNI) ❯ |
   
   | Barnard Alumnae Login ❯ |

   You can also sign in with your email address.
   (Please use your .edu address, if applicable.)

2. Enter the personal email address you provided upon graduating and follow the prompts to set a new password. You'll receive an email and must follow the instructions within 24 hours, or the password link will expire.

   **B**

   **Barnard College**

   Enter your email (use your .edu email if applicable)

   | email@example.edu |

   | Next |   Need Help?

3. Moving forward, always use these new credentials to sign in. Once signed in, you can update your primary email address for notifications. Navigate to Account Information → Emails → Add another email and the system will send that new address a confirmation message. Once confirmed, click the three dots next to the new email address and select Make Primary. To update the email used to log in, you must email beyondbarnard@barnard.edu.

   *If you've forgotten the email you provided upon graduating,
   please email beyondbarnard@barnard.edu. Please **do not** request a new account
   through Handshake, which will create a duplicate in the system.*