

Communicate to your upcoming graduates re: losing SSO access

If you need to collect graduating students personal emails:

Option A

Use a Handshake Survey to collect personal email addresses. Usually this is via the First Destination Survey but you can create your own custom survey outside of this tool

Note - if preferred by the institution, you can add your own terms and conditions in a 'question' with the answer being a checkbox 'I agree'

Report on personal emails shared via your survey (.csv file)

Survey Results

Download Results (CSV)

Option B (Recommended)

Encourage students to add their personal email to their HS account and make this primary. This won't change their login process yet, but allows all comms traffic to be sent to their personal email.

Note - In our terms & conditions we tell students that HS may share information back to their university, this falls under this category of legitimate interest

Report on personal emails in your Analytics tool.

Students

DIMENSIONS

Email - Institution

Email - Primary

Amend the Student Sync with the help of IT Services

Working with IT you will need to adjust your automatic student sync:

school_year_name to change to **Alumni**

primary_education:end_date should be updated to the correct graduation date, if it's not already.

Email_address: change their institution email to their personal email they have shared.

primary_education:currently_attending should be set to **FALSE** (unless they are returning for a graduate degree/additional education at your institution)

Student Sync - Ideally these amendments are automatically triggered and built into your student sync e.g. based upon students getting a system flag for course completion.

If you need to do this manually, we recommend you exclude these students from the sync and do a separate manual upload to update their accounts.

Communicate new login process for Alumni

Instead of logging in via SSO, your graduates will now log in using their Handshake credentials (personal email and a password)

You will want to communicate this change via the targeted email tool to let your recent graduates know of the new way to access their Handshake account. They will log in using their personal email they provided through the survey/their Handshake account which they will need to verify and will be prompted to create a password to regain access to their account.

Key questions for Careers:

- When will students lose access to SSO? this gives a timeline to work back from.
- Are you able to work with IT on integrating this process in the sync or will this be a manual exercise?
- What will be the frequency of account updates?
- What sources do you already have personal emails recorded?

miro