

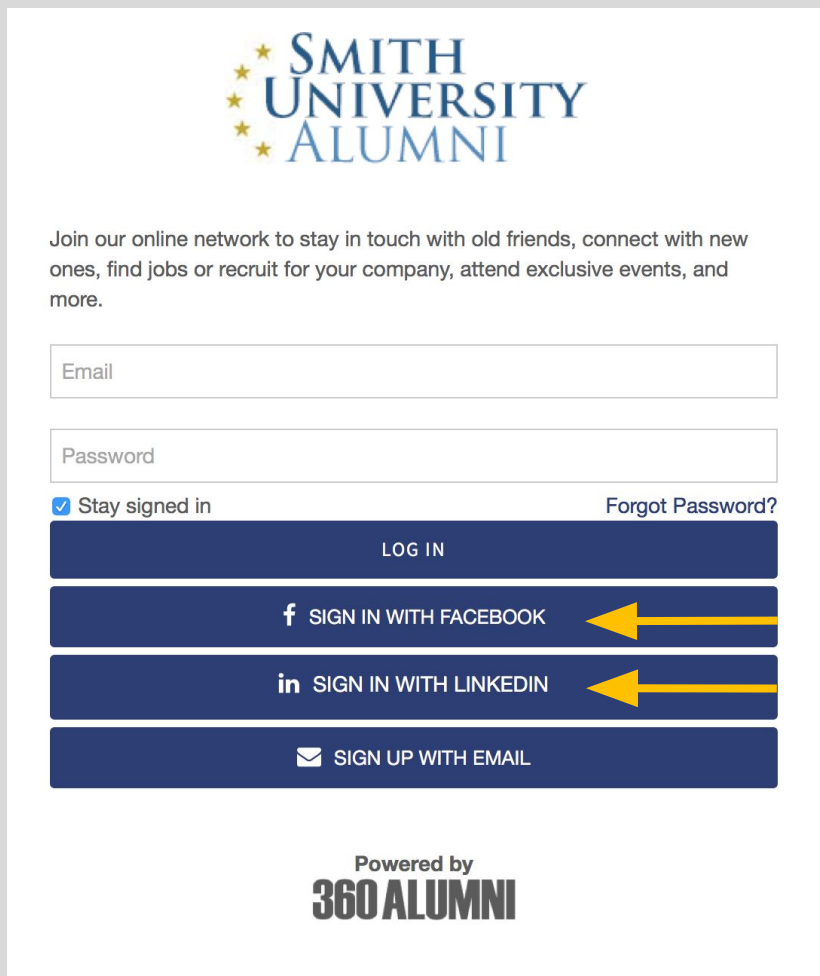
First Time Login and Profile Settings

Go to [[your 360Alumni URL](#)] to activate your account. Logging on is easy! We have included some guidance and screenshots of what you can expect on the pages that follow.

You will initially activate your account, and then login from here each time you visit!

Note: We have pre-populated our online directory with some initial contact information that we have in our database about you, our alumni. So, it is likely that your basic contact information has been uploaded into the platform at creation and will be available for you to update upon activating your account.

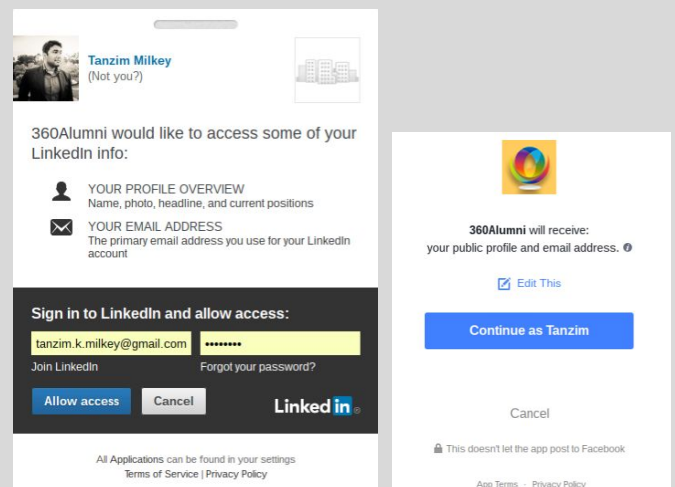
Sign in with Social or via your Email Address



Social Sign In with Facebook or LinkedIn:

Select either
“Sign In with Facebook” or
“Sign in with LinkedIn”

You will navigate directly into the community, and certain basic contact information from your Facebook or LinkedIn accounts will transfer to your profile in the Community.




Note: The email address associated with your Facebook or LinkedIn account must match what we have in the directory for you to successfully use social sign-in. If the emails don't match, you can then use the Sign Up with Email option to log in.

First Time Login and Profile Settings

Sign In with Your Email Address:

1. Select Sign Up with Email.
2. Enter your Name.
3. If your name matches what we have on file, you will then be able to select your name and complete the sign in process.
4. If your name does not “pop up” you can simply enter your information, agree to the Terms & Conditions for using the Community and select Create Profile

Congratulations! You've created your account!

1 


Join our online network to stay in touch with old friends, connect with new ones, find jobs or recruit for your company, attend exclusive events, and more.


Email



Password


Stay signed in [Forgot Password?](#)

LOG IN

 SIGN IN WITH FACEBOOK

 SIGN IN WITH LINKEDIN

 SIGN UP WITH EMAIL 


2 


Hi there. To create an account, please tell us your name.

First Name

Last Name

NEXT

 BACK TO LOGIN

3-4 

Thanks! To create an account, please enter your email and desired password.


Your Password


Repeat password


I agree to [360Alumni's Terms & Conditions](#)

CREATE PROFILE

[BACK](#)

 SIGN IN WITH FACEBOOK

 SIGN IN WITH LINKEDIN

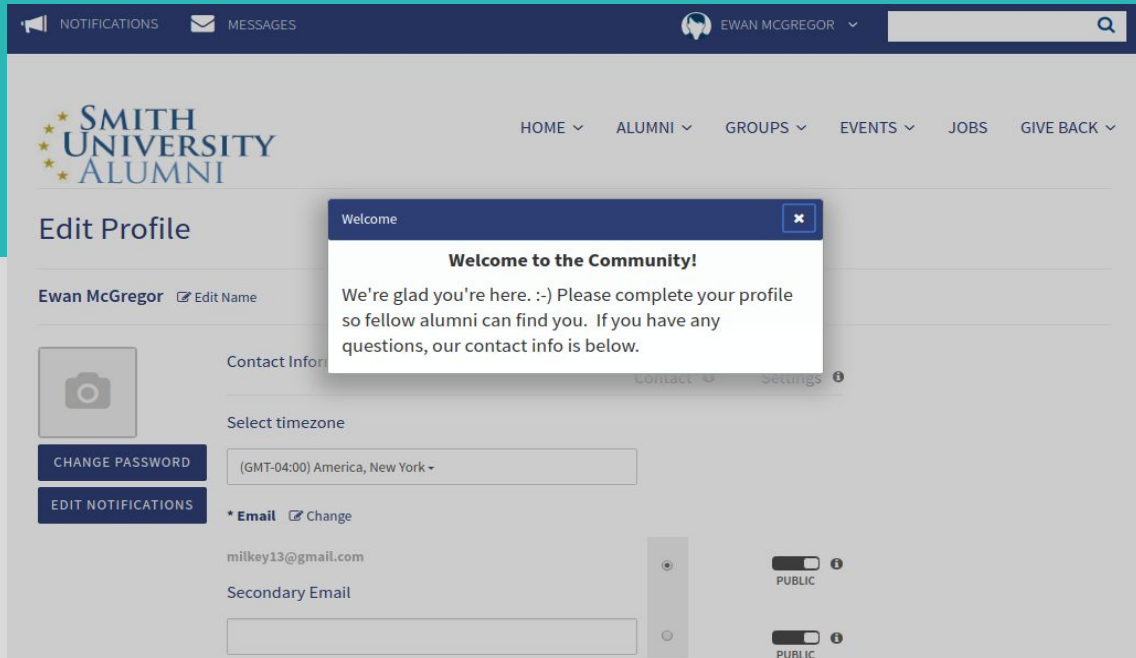
 BACK TO LOGIN

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360 ALUMNI

First Time Login and Profile Settings

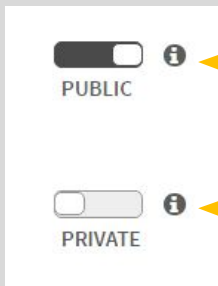
Edit your Profile and Customize your Notifications Settings:

Upon initial activation of your account, you will be taken to your profile page, where you can update your information, add a photo, set your privacy settings and personalize with searchable tags.



Updating your Information:

Simply enter your new information in the fields shown on your profile. You can add/update your email address, mobile, work or home phone, address, career information, etc. For each of these fields, you can also adjust your privacy settings as to what will appear to other Albright Alumni by using the privacy slider adjacent to the field.



Public – means that others in the community can see this information.

Private – means that only administrators can see this information.



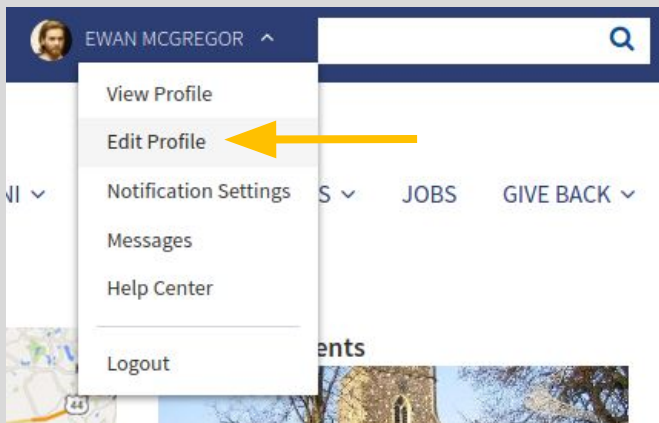
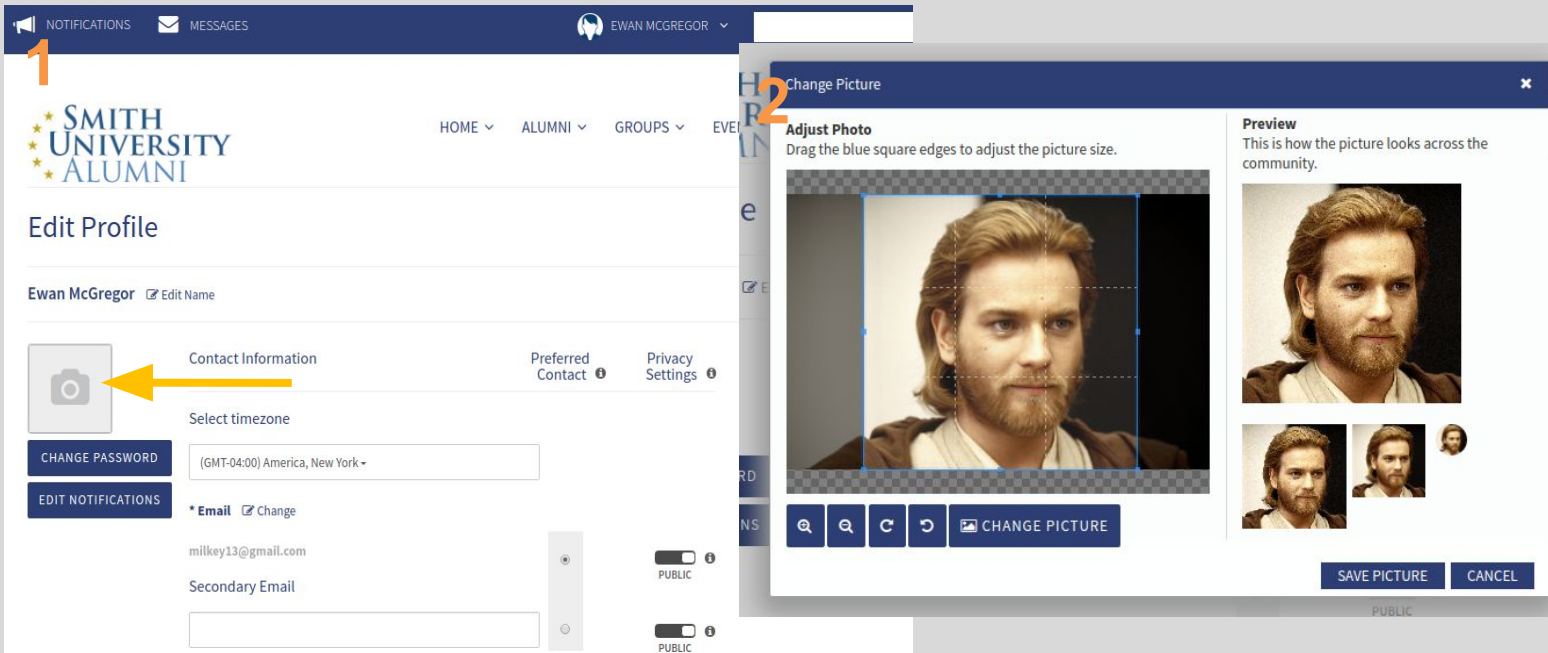
i – is an online help feature. Whenever you see this, just hover over it and a pop-up descriptor box will give you more details about this particular feature or item.

First Time Login and Profile Settings

Add your Photo

1. Select Change Photo below the image placeholder in your profile. Then select a headshot image from your computer to display as part of your profile record.
2. You will be able to adjust your photo (rotate, crop) or change it for another on your computer. The other thumbnails displayed show how your headshot will appear in other areas of the community where smaller images may be used.

Your Profile is now Complete!



When you return to the community, you can always come back to update your profile by selecting your name in the menu bar, and choosing Edit Profile from the dropdown menu.

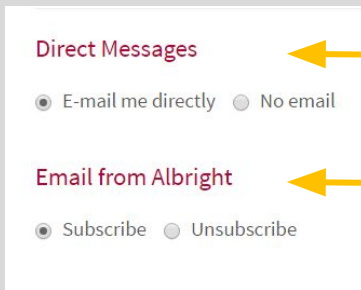
First Time Login and Profile Settings

Customize your Notification Settings

In the notification settings, you can set your notification preferences as to how you would like to be notified of various activities, including direct messages from others, new jobs, events in your area, events and more. Set your preferences as you see fit.

Afterwards, you are activated, your profile is complete and your notifications are configured; congratulations! Welcome to your alumni network and your community.

We look forward to seeing you online!



Direct Messages

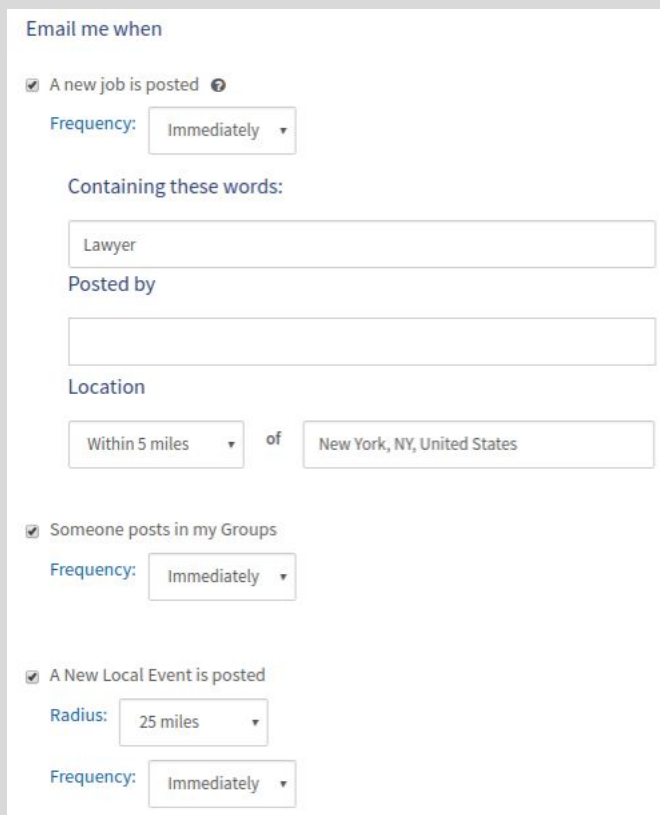
E-mail me directly No email

Email from Albright

Subscribe Unsubscribe

Direct Messages are messages sent by other alumni within the community. You can choose to have this on or off.

Emails from Albright are messages sent by Albright administrators. You can choose to subscribe or unsubscribe from official emails from your alma mater.



Email me when

A new job is posted

Frequency:

Containing these words:

Posted by

Location

of

Someone posts in my Groups

Frequency:

A New Local Event is posted

Radius:

Frequency:

You can opt to receive messages and identify frequency (immediately, daily or weekly) when a new job is posted that meets certain criteria such as: particular keywords, posted by a particular individual and/or within a certain distance of a location.

Then you can define which types of community activities you want to be notified about – from group posts to campaigns, events and more.