# Table of Contents

1. Registration Process ........................................... Page 2  
2. Personal Profile ............................................. Page 5  
   a. Add Profile Photo ........................................ Page 5  
   b. Change Cover Photo ..................................... Page 8  
3. Alumni Directory ............................................. Page 9  
   a. Update Directory Profile ................................ Page 10  
   b. Change Directory Profile Photo ........................ Page 12  
   c. Search Directory ......................................... Page 13  
4. Class Notes .................................................... Page 14  
   a. View Others’ Class Notes ................................. Page 15  
   b. Add a Class Note ......................................... Page 15
Registration Process

Access to the online community can be gained by going to the alumni website at https://alumni.asu.edu (go to Services>Online Community>New Community link) or by going directly to the URL: https://engage.asu.edu/communitiesselfreg.

(After initially registering at the community, future logins can be performed directly at: engage.asu.edu)

To access the community, two pieces of identifying information will be required:

**Advance ID** - This is your unique alumni ID number. If you are an active member, it can be found on your membership card. Both members, as well as non-members, can locate it above your name on anything mailed to you by the ASU Alumni Association, including the ASU Magazine.

If you are unable to locate your ID number, please contact us at 1-800-ALUMNUS (258-6687). After verifying your identity, one of our Alumni Services Representatives will be happy to provide it to you.

**Email Address** - This will be the email address that appears on your alumni record. If you use a variety of email addresses for different purposes, you may want to verify which of them appear on your alumni record by contacting the Alumni Services department.
After entering your Advance ID number and your email, you’ll be required to accept the Terms & Conditions of using the community before submitting your registration.

If successful, the following message will appear.

Your request has been processed successfully. Please check your email for further instruction.

If an error message is returned (red box), please contact our office at 1-800-ALUMNUS (258-6687) and one of our Alumni Services Representatives will be happy to assist you.
An email should now appear in the email address used as part of the registration process. The screenshot below illustrates an example of an email received. (Note: These screenshots are taken using our test environment. There will be subtle differences, i.e. the “from address” that should not impact the functionality of these instructions.)

Hi Ima,

Welcome to ASU Advancement! To get started, go to https://nndev-advancement.es3.force.com/login?c=GZgoFwH7PCooDPiLxfsxW6Pm8UPw_YuncNaP1rKgkLz6EHqgKmnkG7173uxF6nUxiQm23D%3D

Thanks,
ASU Advancement!

Click on the blue hyperlink, select a password according to the instructions and click “Change Password”.

![Change Your Password](image-url)
Personal Profile

You’ll be taken to your own profile in the online community. Here you can:

Left side tool bar options
- Profile - Update your online profile
- Add payment methods – Add payment information for online purchases at the site
- Subscriptions – Check current member status and renew online
- Groups – Access the Alumni Online Directory
- Reset Password – Change your password

Upper right tool bar option
- Class Notes – review class notes of others and/or add your own
- Store – purchase items such as chapter t-shirts or Alumni Association memberships
- Alumni Directory – lookup classmates and/or choose to display/hide your own profile
- Events – locate upcoming events and register
- Member Benefits – current members will be able to access this page to review current member benefits, locate websites for benefit providers or access member codes needed to access these benefits.

Add a Profile Photo - You can also upload a profile photo to replace the “blue smiley face” by using the following instructions (the recommended image size is 240 X 240 px):

- Hover over the blue smiley face.
- Click on the link to “Change Photo”.

![Profile Photo Instructions](image-url)
- Click on “Browse”.

- Select the photo to upload.
- Click “Open”.

![Image of the ASU Alumni Online Community interface]

![Image of file selection process]

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ASU Alumni Online Community
• Click the green checkmark.

• The photo will then be uploaded and will replace the blue smiley face.
Change the Cover Photo – The “Change Cover Photo” option replaces the solid gray bar along the top of the profile page. It can be changed using the following instructions (the recommended image size is 1200 X 300 px):

- Click on the lower right hand corner of the solid gray box and click on the “Change Cover Photo” button.

- Follow the same steps as above when loading your profile photo to locate the photo desired to replace the cover photo. Bear in mind that this will replace the entire gray bar, so landscape or solid color photos will work best.
Alumni Directory

- To access the Alumni Directory, click on the link on the upper right toolbar.

- Click the Alumni Member Directory on the following screen.

- The following screen is the directory welcome page. If members have updated their profiles and added photos, those photos will appear on their tile. If not, the default Sparky logo appears.
To view an individual’s profile, click on the tile. In respect to the privacy of alumni, basic and limited information can be viewed. The information listed will be limited to:

- Name
- Preferred School (the college from which the alumnus/a graduated, usually the first college in the case of multiple degrees)
- Preferred Year (first year of graduation from ASU, unless alumnus/a advises differently)
- Major
- City & State – location of current mailing address, when known

Note: at this time we do not have the ability for alumni to connect via an email message through the online community. Our vendor is aware that we desire this capability and is actively working on delivering this to us.

Updating Your Directory Profile – To access and update your own directory profile use the following instructions:

- Click the “Join” button on the upper right hand side of the page. (Note: For users who’ve previously accessed this page, the “Join” button will not appear, unless you have clicked the “Leave” button under “My Profile” (see next step).)
• Click the “My Profile” button now located in the same area of the page.

• Click “Edit Member”.

• The following page allows you to edit/change any of the information being displayed in the directory. You can also elect to hide your profile from appearing in the directory by “unchecking” the “Display in Directory” box.
• You are also able to change your displayed profile picture that will replace the Sparky logo on your directory tile by following the same steps previously provided for image-uploading. The suggested size for this image is 350 X 350 px.

• When finished making changes, click “Save”.
Searching the Directory – Various search options are available to locate profiles in the directory. Listed below are some of those options.

Search by name – Enter the full name of the individual being searched in the “Search Box” along the left side search option boxes.

- As the directory is searching, the progress bars will be seen.

- If these bars do not resolve (within 20 seconds or so), it’s because the profile could not be found. (We are currently working on having the vendor display a message.) There are a number of reasons that a profile could not be displayed. They include:
  - Privacy restrictions exist on the official university record of the alumnus/a, limiting our ability to display any information.
  - The alumnus/a has elected to remove their own profile from displaying in the directory.
  - The individual did not graduate from ASU.
  - The name is misspelled.
When the search is successful, the specific alumni profile will appear in the results.

Search using filters – A search can also be done by using the filters on the left hand side of the search criteria area. These filters include:

- Preferred Class Year – results displayed will be all individuals whose preferred class year is that which was entered.
- Preferred School – results displayed will be all individuals who graduated from school selected in the dropdown.
- Major – results displayed will be all individuals whose major is that which was entered.
- Nickname – if the individual’s nickname is known to ASU and is on the alumni record, a successful search can be conducted using this name.
- Birth Name – if the individual’s birth (maiden) name is known to ASU and is on the alumnus/a record, a successful search can be conducted using this name.
- City & State - if the individual’s current city and state are known to ASU and are on the alumnus/a record, a successful search can be conducted using these fields.

Class Notes

Alumni can both view other Class Notes, as well as add Class Notes of their own. To do this, select Class Notes along the top right toolbar.
View Others’ Class Notes – to view other members’ Class Notes, select All Class Notes.

- Notes can be filters by:
  - Class Year
  - School
  - Name
  - Category
    - Anniversary
    - Births and Adoptions
    - Deceased
    - Educational Accomplishments
    - Employment Update
    - Engagements and Marriages
    - Personal Highlights
    - Professional Accomplishments

Add a Class Note - to view your own or to add a Class Note, select My Class Notes.

- Click “Add Class Note”.
• Select the category, under which the note should appear, in the dropdown.
• Add a Text note.
• Add a photo caption (if desired).
• Check “Consent to Publish”.
• Choose a file image (photo).
• Submit for Approval.

The note now appears in a status of “Pending Approval” in your “My Class Notes” area.
• Class Notes are reviewed by ASUAA and should appear as posted within one business day.
• After approval, the note will still appear in your “My Class Notes” section, but will have a status of “Published”.

<table>
<thead>
<tr>
<th>Class Notes ID</th>
<th>Note Text</th>
<th>Note Category</th>
<th>Submit Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-09</td>
<td>I have recently received my PhD in English Literature.</td>
<td>Educational Accomplishments</td>
<td>02/05/2016</td>
<td>Published</td>
</tr>
</tbody>
</table>

My PhD graduation - December 12, 2015

Note Category: Educational Accomplishments
Note Text: I have recently received my PhD in English Literature.