ALUMNI PORTAL

If this is your first time accessing your account, click **First Time Logging In**.

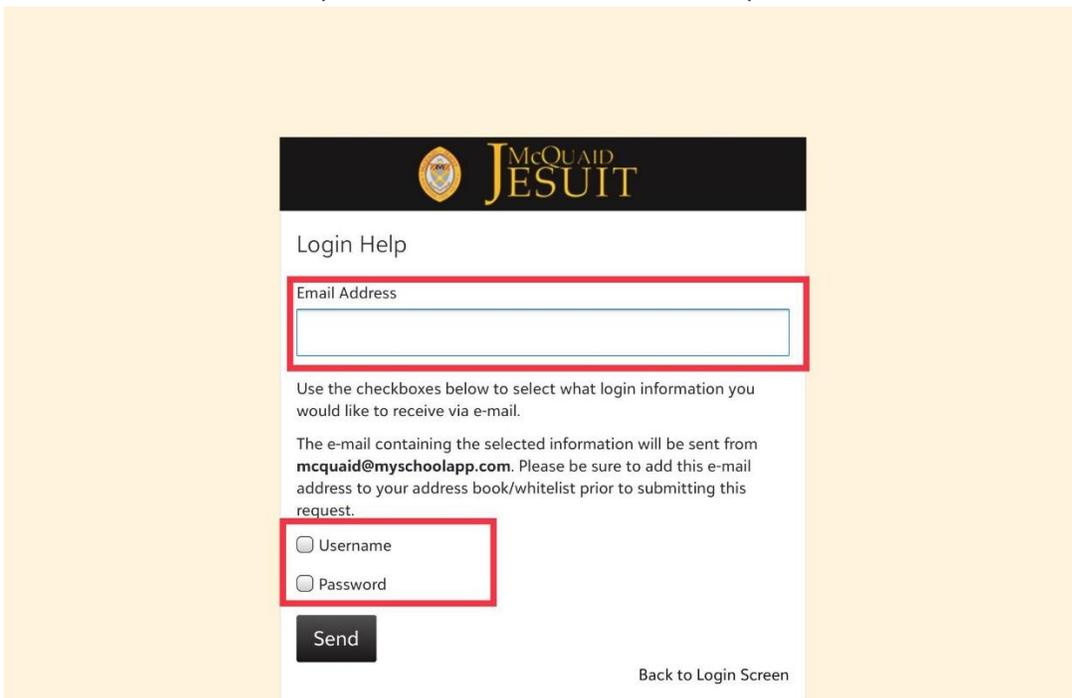Enter your email and check the boxes for your **Username** and a link to create your **Password**
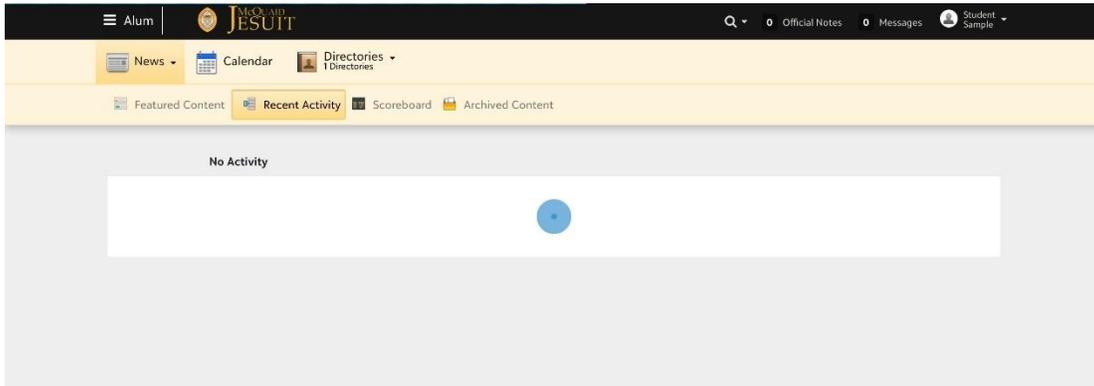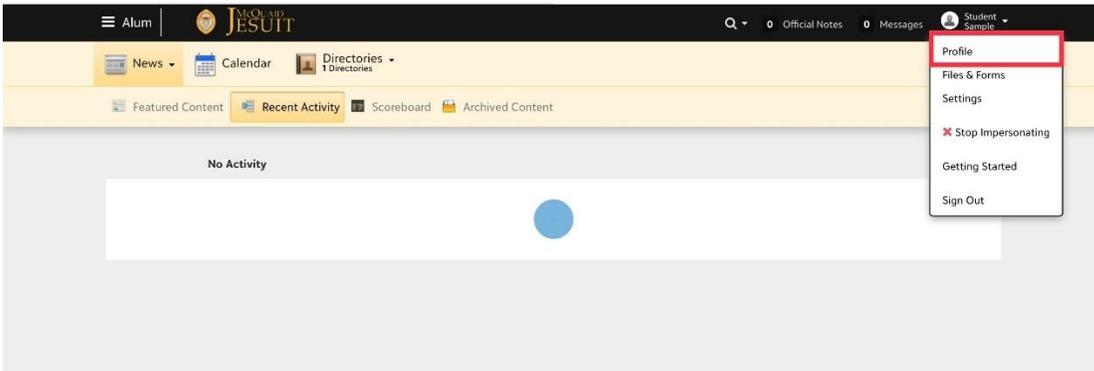
Check your email for two emails from **mcquaid.myschoolapp**. One contains your **Username**. The second contains the link to create your password. Once your account is registered, you will use your **Username** and newly created **Password** to log in.
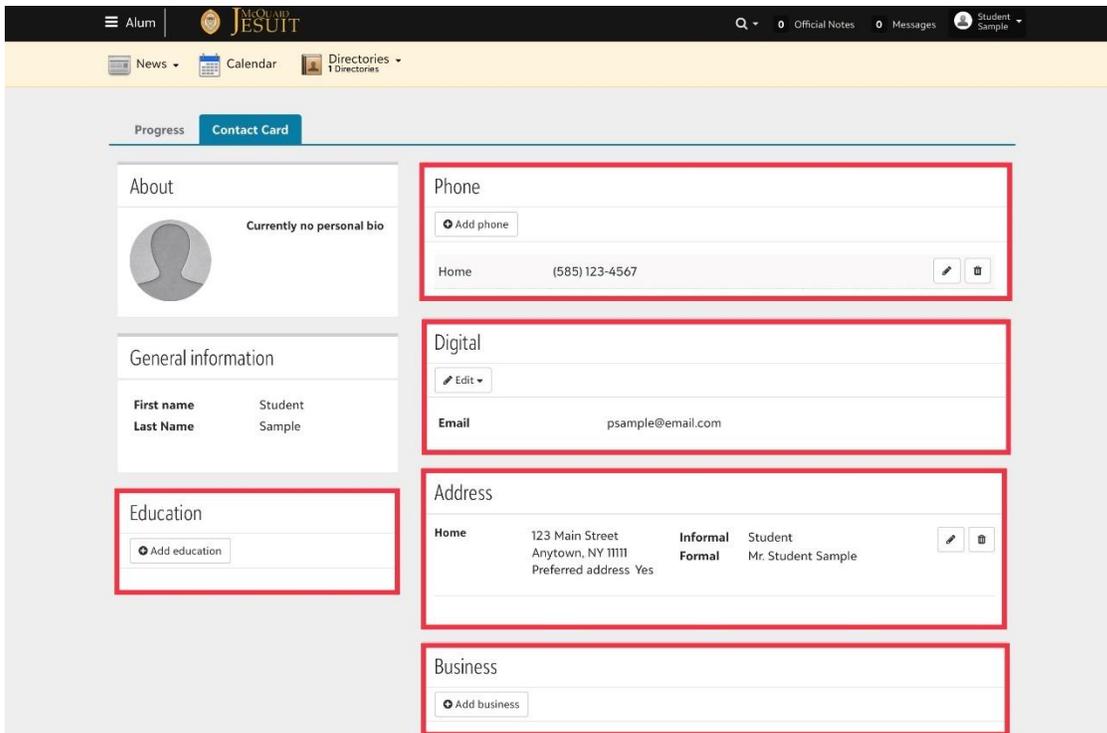
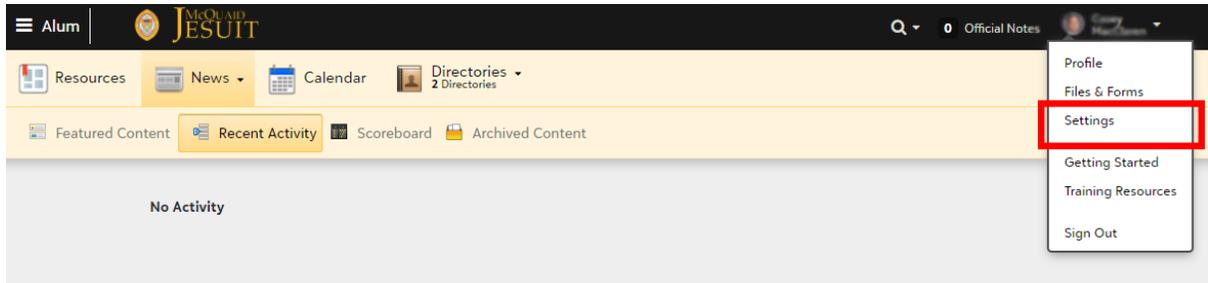When your account opens you will see this screen.

Select the down arrow next to your name and select **Profile**.
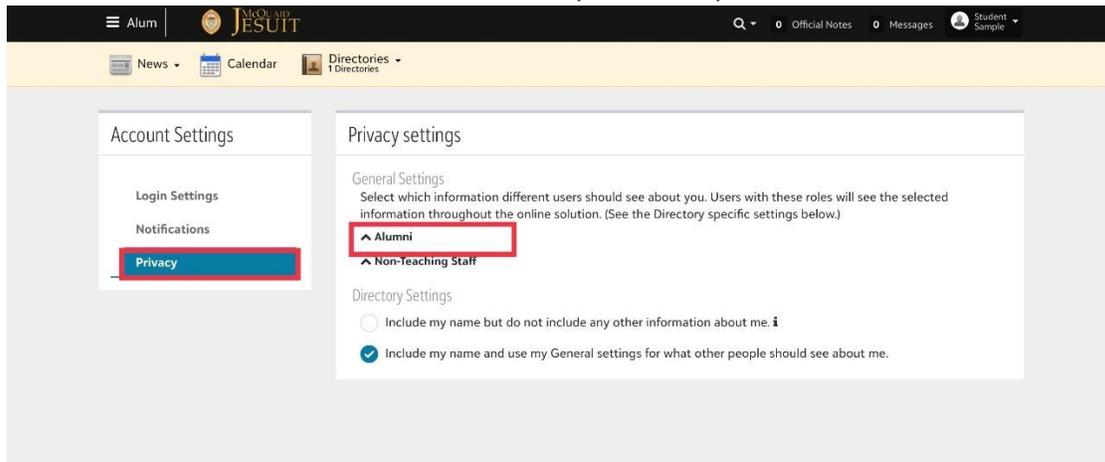

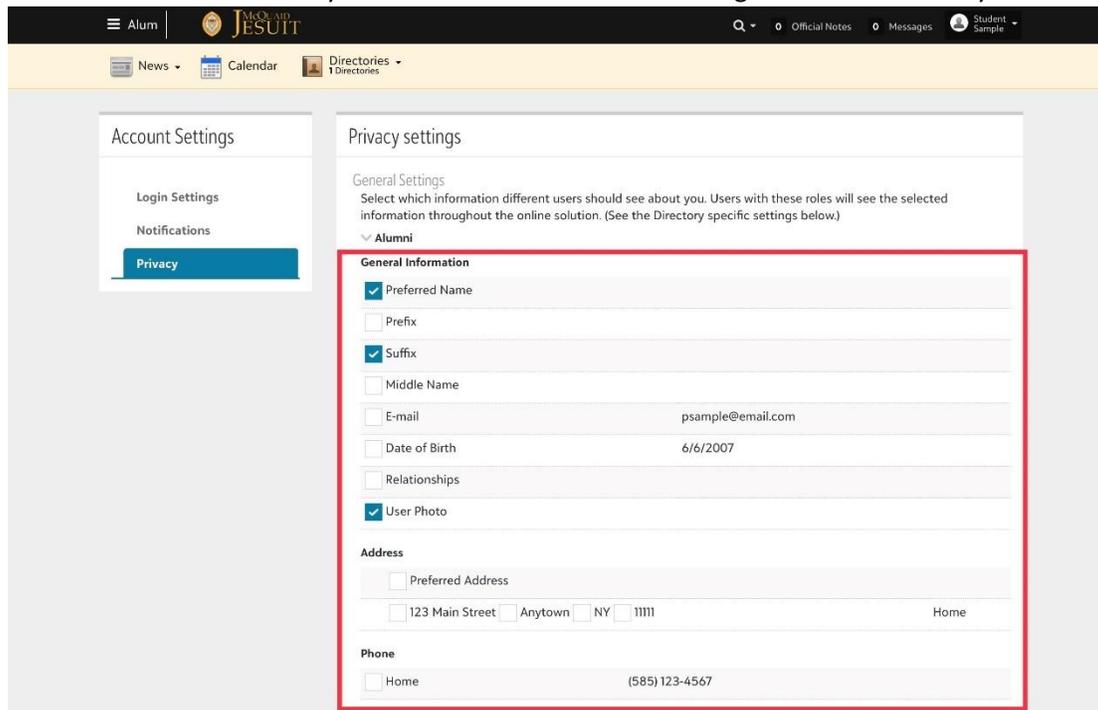You will be able to edit the information contained in the red boxes.

To select the information that you would like visible to other alumni, you will need to change your privacy settings. Begin by clicking your name in the top right corner. Then click "Settings"
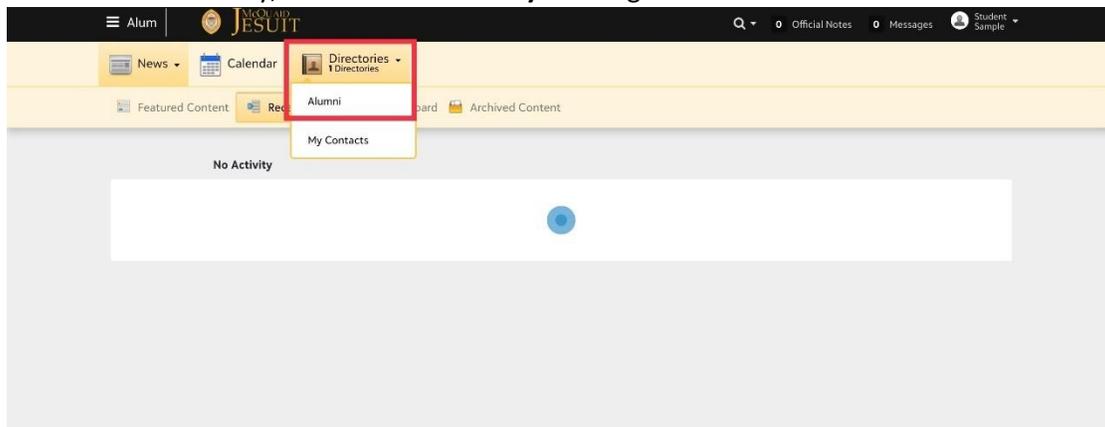

Currently only your name and class year will be visible to other Alumni. If you would like to include more information, select Privacy from the left hand menu, then click Alumni to open the drop down.

Check the boxes next to the information you would like to share. Your changes will automatically save.
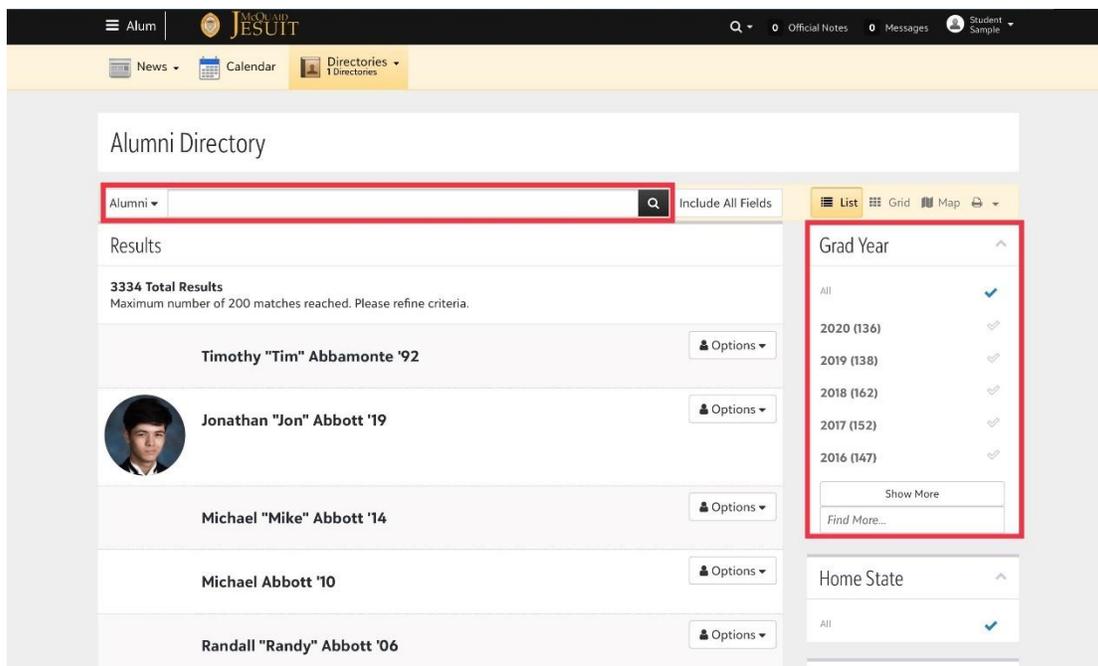
To view the online Alumni Directory, click on the **Directory** heading and choose **Alumni**

You can search alumni in several ways:

- Enter a name in the search box and click the magnifying glass
- Use the filters located on the righthand side. Filters include home city, home state, business name, college, job title, and grad year.
    - o Example shown below: To filter by your Class year simply select your year! (If your class year does not display in the filter box, click "show more" or enter it in the box for **Find More**)

Once our alumni have entered their address information, you will be able to search by **City & State**.

Coming soon in a future update you will be able to select the **Map** and see a general location of where everyone is located. *note this will only show the cities for alumni who have elected to share their location*

Please contact alumni@mcquaid.org with any questions on how to use Always U-Knighted, the alumni community portal.