

## ALUMNI PORTAL

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



McQUAID JESUIT

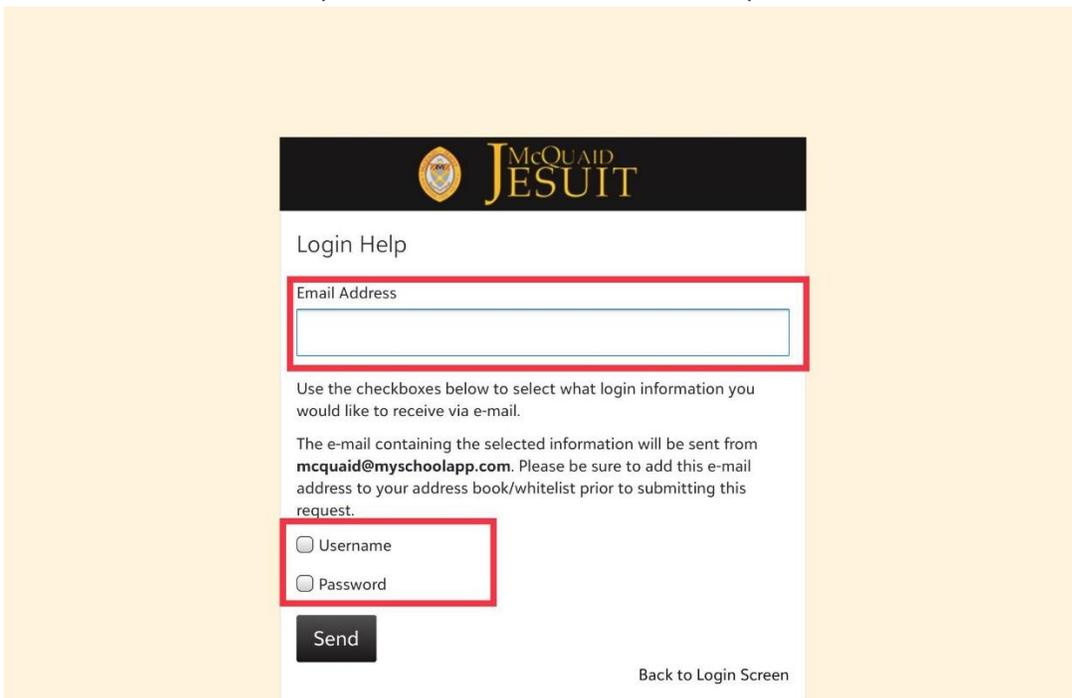
Username or Email

Next

Remember me

[Forgot login or First time logging in?](#)

Enter your email and check the boxes for your **Username** and a link to create your **Password**



McQUAID JESUIT

Login Help

Email Address

Use the checkboxes below to select what login information you would like to receive via e-mail.

The e-mail containing the selected information will be sent from **mcquaid@myschoolapp.com**. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.

Username

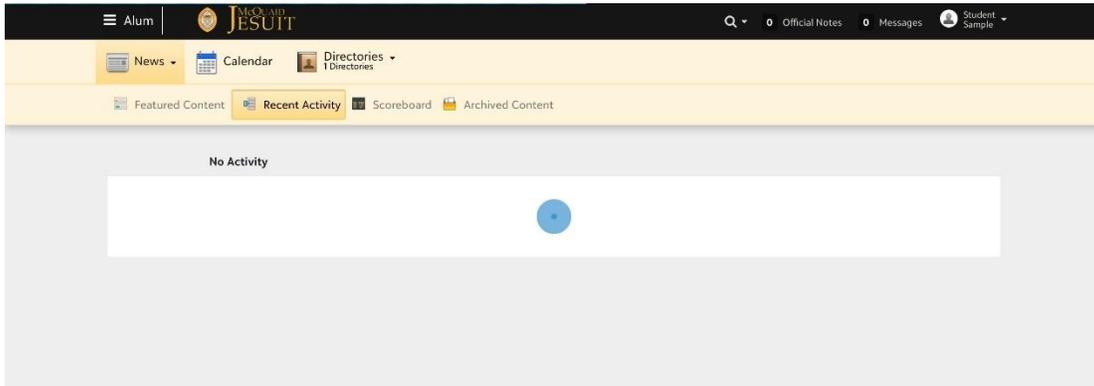
Password

Send

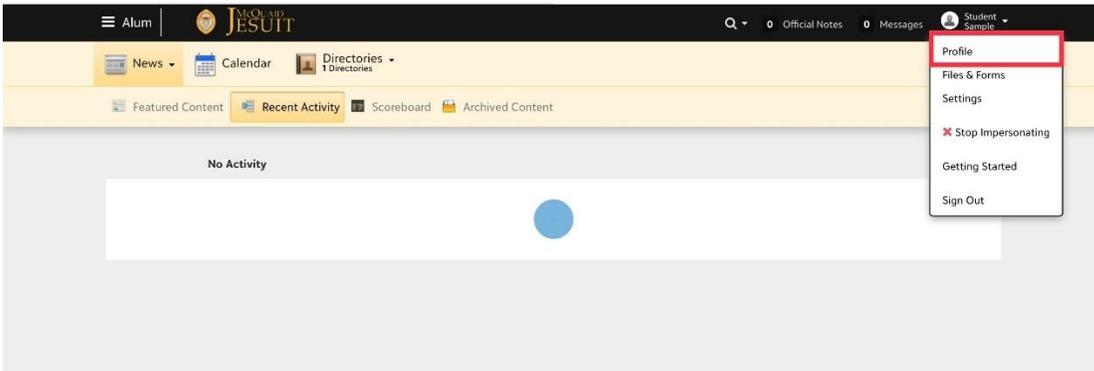
[Back to Login Screen](#)

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.

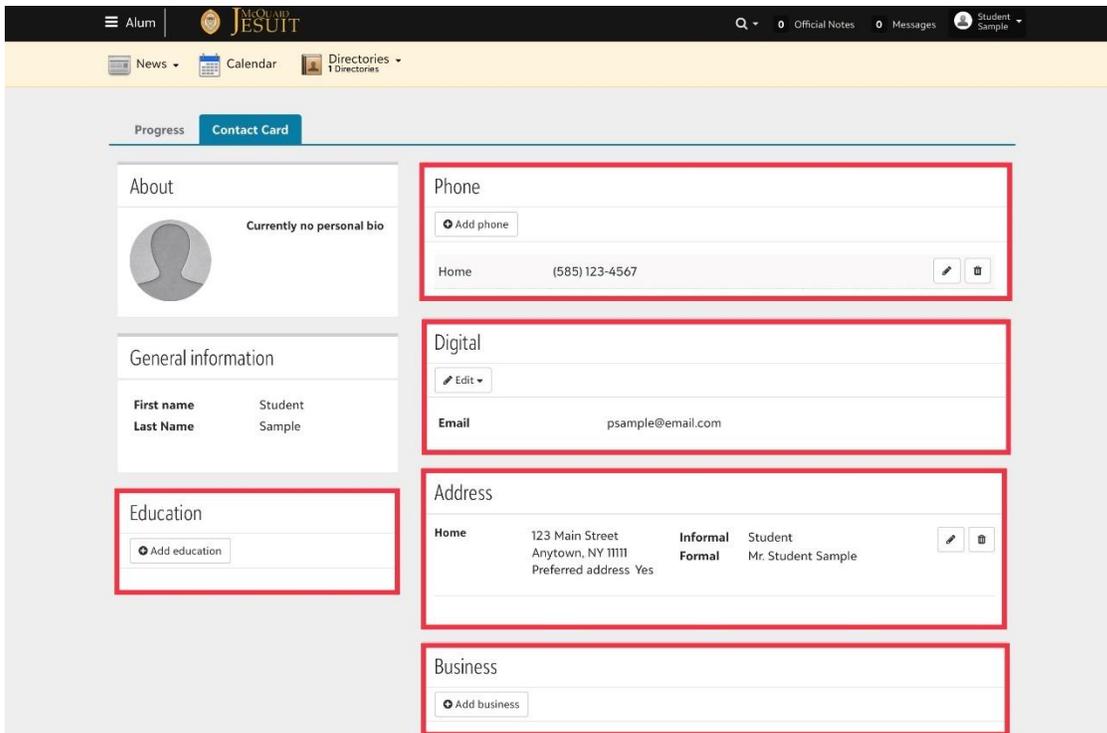
When your account opens you will see this screen.



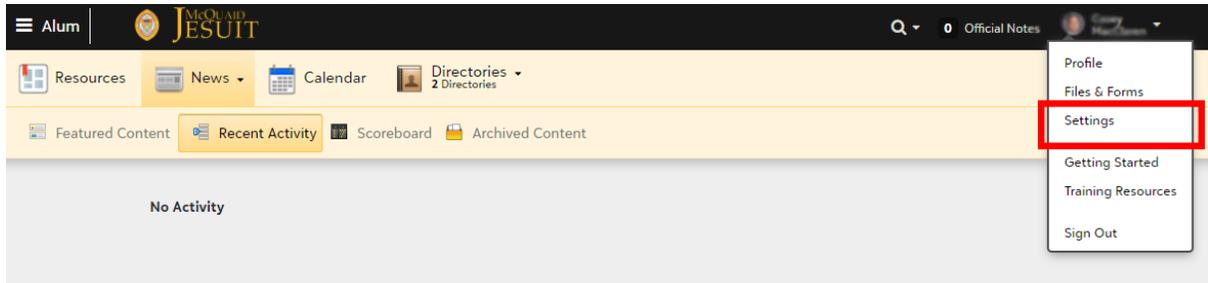
Select the down arrow next to your name and select **Profile**.



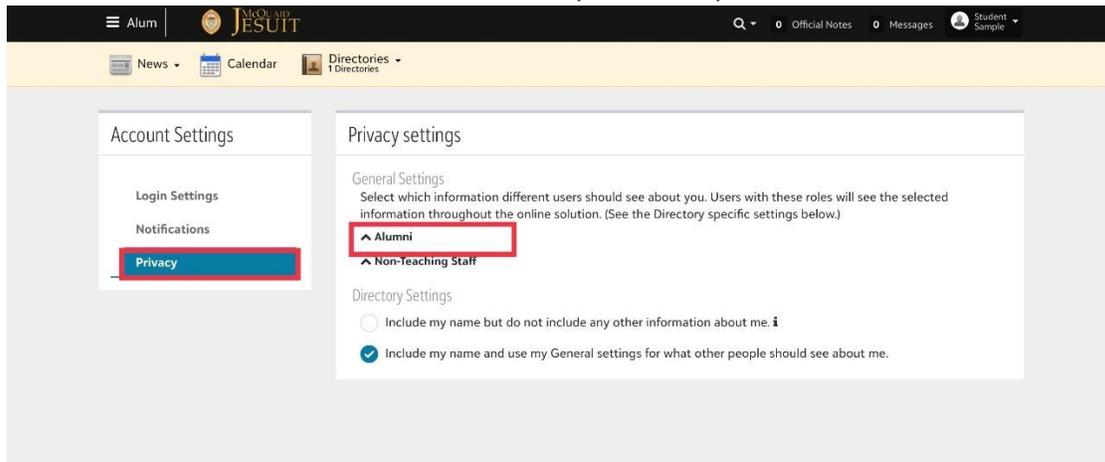
You will be able to edit the information contained in the red boxes.



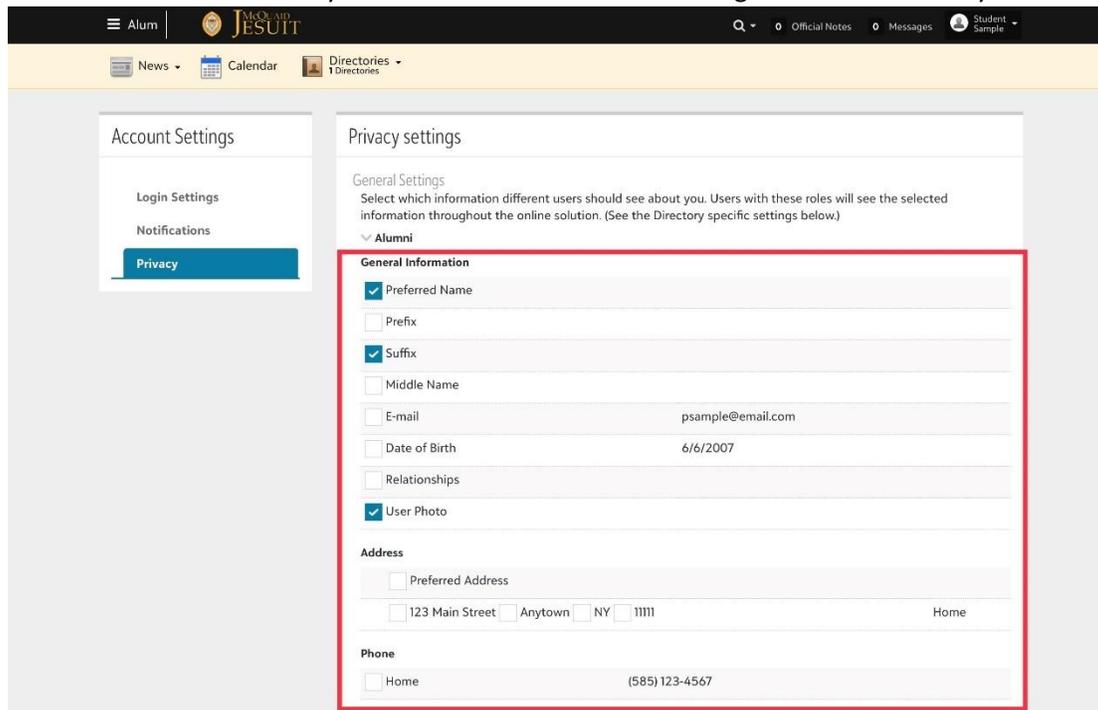
To select the information that you would like visible to other alumni, you will need to change your privacy settings. Begin by clicking your name in the top right corner. Then click "Settings"



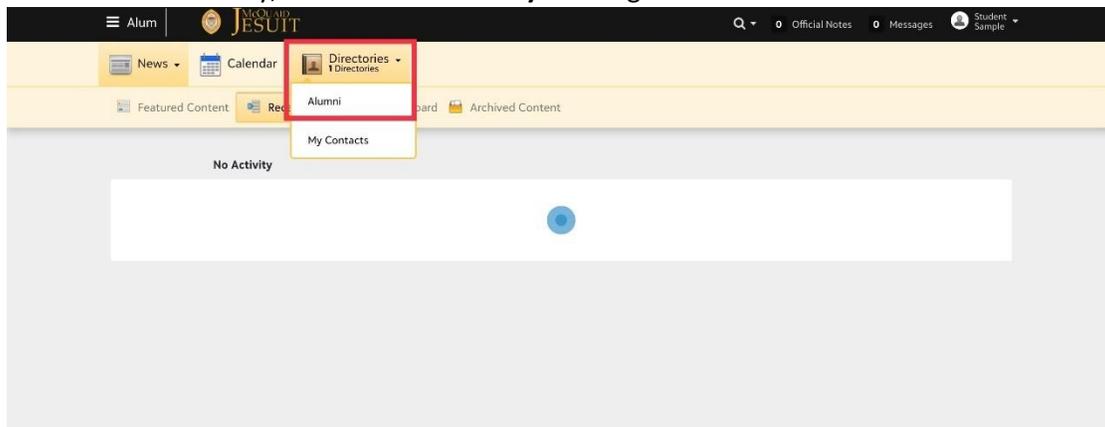
Currently only your name and class year will be visible to other Alumni. If you would like to include more information, select Privacy from the left hand menu, then click Alumni to open the drop down.



Check the boxes next to the information you would like to share. Your changes will automatically save.

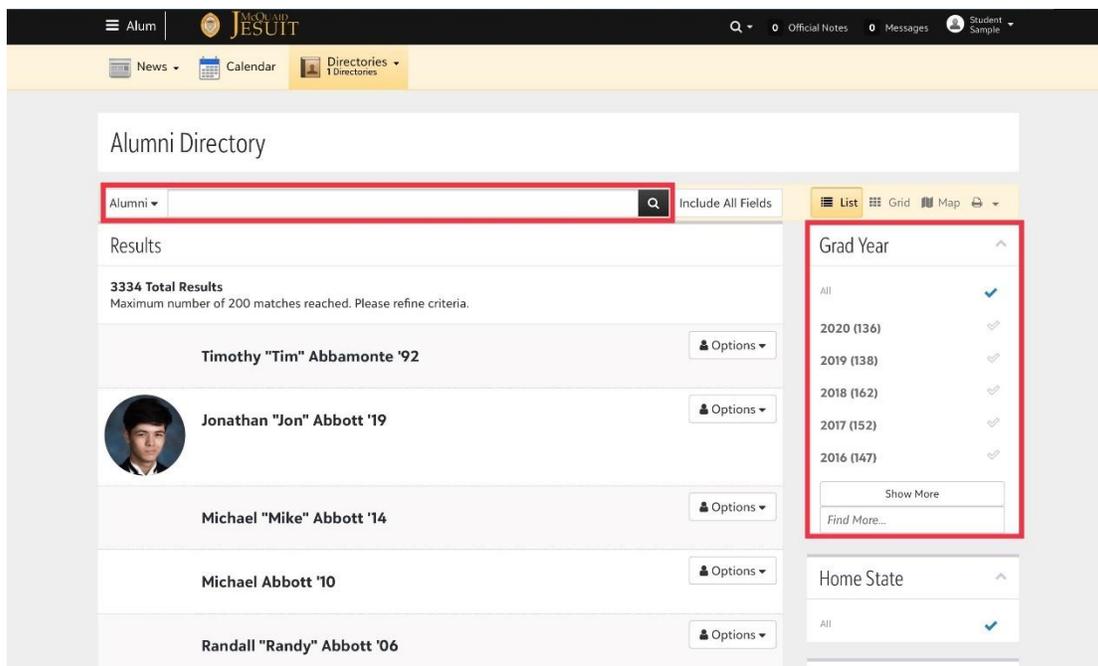


To view the online Alumni Directory, click on the **Directory** heading and choose **Alumni**



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.
  - 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**.

The screenshot shows the McQuaid Jesuit Alumni Directory interface. At the top, there is a navigation bar with 'Alum', 'News', 'Calendar', and 'Directories' (1 Directory). The main header is 'Alumni Directory'. Below this is a search bar with 'Alumni' selected and a search icon. To the right of the search bar are options for 'Include All Fields', 'List', 'Grid', and 'Map'. The main content area is titled 'Results' and shows '136 Total Results'. A list of six alumni is displayed, each with a profile picture, name, and graduation year ('20'), and an 'Options' button. On the right side, there is a sidebar with filters for 'Grad Year', 'Home State', 'Home City', and 'Home Coun...'. The 'Grad Year' filter is highlighted with a red box and shows a list of years from 2016 to 2020, with '2020 (136)' selected. The other filters are currently set to 'All'.

Alumni Name	Grad Year
Joseph "Joe" Abebe '20	2020
Richard "Aiden" Aguirre '20	2020
Elias "Eli" Ames '20	2020
Lucas "Luke" Anderson '20	2020
Owen "Owen" Baird '20	2020
Donovan "Don" Banker '20	2020

Filter	Selected
Grad Year	2020 (136)
Home State	All
Home City	All
Home Coun...	All

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\*

The screenshot displays the McQuaid Jesuit Alumni Directory interface. At the top, there is a navigation bar with 'Alum' and 'McQUAID JESUIT' logos, along with search and communication options. Below this is a secondary navigation bar with 'News', 'Calendar', and 'Directories' (1 Directory). The main content area is titled 'Alumni Directory' and features a search bar with 'Alumni' selected and 'Include All Fields' as a filter. A 'Map' button is highlighted with a red box. The main display is a map of North America showing the locations of 136 alumni. To the right of the map is a sidebar with filters for 'Grad Year' (2020 (136), 2019 (138), 2018 (162), 2017 (152), 2016 (147)), 'Home State', and 'Home City'. The 'Grad Year' filter is currently set to 'All'.

Please contact [alumni@mcquaid.org](mailto:alumni@mcquaid.org) with any questions on how to use Always U-Knighted, the alumni community portal.