

How to Register Yourself on the Webster Alumni On-Line Community

Introduction

As a Webster alumnus you are able to access an on-line directory on the website of the global Webster alumni association (www.webster.edu/alumni.html). Using this on-line directory you can access extensive information about other alumni all over the world, and communicate with them via e-mail, through message boards or a chatroom. It even features a permanent e-mail address which will last all your life, this way you will never have to contact anyone when you change personal or professional e-mail addresses. Most importantly you can search the database with a powerful search-engine. The search functionality will not only let you search on first or last name but also on information like class year, location, employer name, career category, or job title.

Before you can access the database you will have to register at the site and complete the information relevant for you. This way you are not only able to find other alumni but other alumni are able to find you as well. Although the database already contains the basic data of every Webster alumni (name, address, campus and year of graduation), it is best to fill out your profile as complete as possible, this way the database will be filled with relevant and useful information and help other alumni find you.

First time Registration

To register go to the website www.webster.edu/alumni.html and click on the button 'Alumni On-Line Community'

The screenshot shows the Webster University Alumni website. At the top, there is a blue header with the Webster University logo on the left, the word "Alumni" in the center, and navigation links for "Front Page", "Site Map", and "Search" on the right. Below the header is a vertical navigation menu on the left with buttons for: About Webster, Academics, Admissions & Financial Aid, Alumni (highlighted), Career Services, Events Calendar, Campuses, Int'l Opportunities, Library Resources, Online Programs, Registration & Services Online, Main Campus Map, News, Student Life, Directories, and Return to Top. The main content area features a central announcement: "Webster Showcase Homecoming/Reunion 2003 October 10, 11 and 12" with a sub-heading "Win a trip to Europe in 2004!". The text describes a drawing for a trip to Europe in 2004, where one randomly selected alum will receive a Webster University Alumni Association jacket. A link "here" is provided for registration. Below this is a "Featured Alumni Benefit" section about a new Alumni Store with various merchandise. On the right side, there is a circular logo for the Webster University Alumni Association and a vertical list of links: Alumni Board of Directors, Alumni Interest Groups & Chapters, Alumni On-Line Community (with a mouse cursor), Alumni Travel, Benefits, Current Events, Photo Gallery, Staff, Transcript Request, Update Your Alumni Info, and Webster Alumni on the Net.

Here you click on 'click here to register now'

Home
On-Line Directory
Class Notes
Chapter Pages
Career Center Services
Message Boards
Chat Rooms
Permanent Email
Yellow Pages
Hot Links
Events Calendar
Member Services

alumni connections™ COMMUNITY.

Welcome to the Webber University Online Community.

[Click Here To Register Now!](#)

Search for friends and make new connections with the Online Community. Membership is exclusive and free to alumni only. All you need to do to take advantage of all the community has to offer is to proceed through the registration process to establish a User ID and password.

Visiting the Community again?
Welcome Back! Access to the Online Community is easy. Simply select any of the member's only features to the left and enter your User ID and password when prompted.

[Lost Your ID or Password?](#)
If you're already registered but can't remember your User ID or Password, then [click here](#) to retrieve it.

[Questions or Comments?](#)
Have a question? Want to comment or make a suggestion? Then [contact us](#).

Webster University Alumni Association

[Webster University Homepage](#)

OTHER FEATURES
Check out these additional features offered by your organization:

By Simply entering your last name, first name and/or class year and clicking on 'Find My Record'

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Class Notes
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REGISTRATION
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Welcome!
Membership to the Webber University Online Community is available to alumni only. In order to take advantage of all that your community has to offer you must register to establish a User ID and password. You only need to register for the community once. When you return on future visits, enter your User ID and password when prompted when you go to the member's only areas of the community.

The registration process includes 4 easy steps. In Step 1, you search to find yourself among the list of eligible members by using the form to the right. When completing the form, keep in mind that the only required information is your last name, but the more information you enter the more refined your search.

If you are not an alumnus, but are affiliated with this community in some way, [email the community administrator](#) to inquire about access to the community services.

If you need help, please [click here to go to](#)

Registration Step 1.
Find yourself among the list of eligible people as designated by your school or organization by using the search form below then clicking Find My Record.

Last Name: *required

First Name or Initial:

Class Year: (i.e. 1985)

Already registered? Select a service on the menu bar to your left and enter your user id and password when prompted or [click here if you forgot your user id or password](#).

A list of names meeting the query criteria will be displayed on the next page. Select your name from the list.

REGISTRATION
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Registration Search Results
The list to the right represents those entries in the "eligible members" database that match your search criteria. To review more detailed information about a particular entry to verify that it is your own, or to continue through the registration process, click on the Name.

If you are unable to find yourself in this list of records, you can refine your search by selecting the BACK function of your browser to return to the previous page or select **New Search**. If you are unable to locate yourself on the list even after refining your search, please [click to complete a form](#) which will be sent to the community administrator for research and validation.

If you need help, please [click here to go to the registration help area](#).

[New Search](#)

Registration Step 2.
Displaying 1 of 1 matches found. Click on your name below to continue.

Name	Year
Candiff, Darryl	1989

Search Criteria Entered
Last Name Candiff

[New Search](#)

If you are indeed registering for the first time you will be asked to enter your "ID Number" to confirm your identity and register yourself in the database. You can find your ID Number above your address printed on the envelope of the Webster World Magazine (7-digit number), or on your grade lists you received from Webster. If you have trouble finding your ID Number please contact us: alumni@webster.nl. After finding your personal record and entering your ID Number you are able to choose a username and password and access the alumni database.

REGISTRATION
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Validation
If the information displayed to the right is yours, then enter your security information and click on the validation button to proceed on to the 4th and final step of registration. If it is not you, make a new selection by returning to the previous screen using your browser's BACK button.

If you do not know what security information to enter, you will have to complete registration at a later time. Please [click here to submit a request form](#) to the community administrator so that you can obtain the proper info.

If you need help, please [click here to go to registration help area](#).

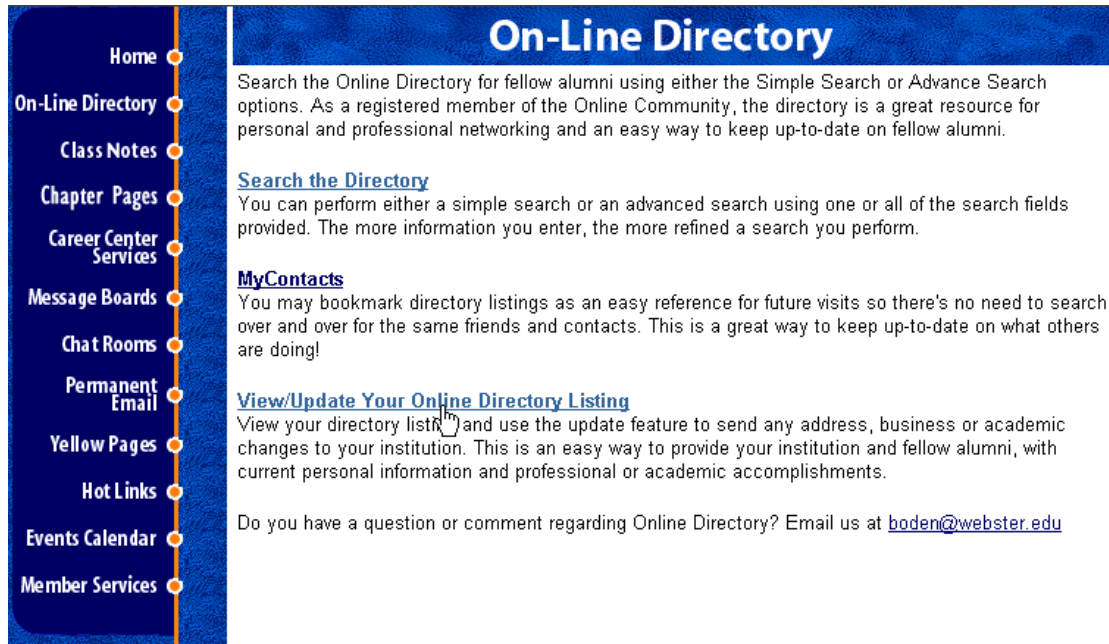
Registration Step 3.

Name	Geertjan Groot
Name As Student	
State/Province	
Country	NETHERLANDS
Degree	MBA
School	Leiden, THE NETHERLANDS
Class Year	2000

To verify that this is indeed your record you must enter your security information below and click on the validate button.

Enter your ID Number

Once you have logged in, you can then go to the On-Line Directory section to update your personal information or create your own network of Webster alumni in the **MyContacts** section.



The screenshot shows a web page titled "On-Line Directory". On the left is a vertical navigation menu with the following items: Home, On-Line Directory, Class Notes, Chapter Pages, Career Center Services, Message Boards, Chat Rooms, Permanent Email, Yellow Pages, Hot Links, Events Calendar, and Member Services. The main content area on the right has a blue header with the title "On-Line Directory". Below the header, there is a paragraph explaining the directory's purpose. This is followed by a section titled "Search the Directory" with a sub-header and a paragraph describing search options. Next is a section titled "MyContacts" with a sub-header and a paragraph about bookmarking listings. This is followed by a section titled "View/Update Your Online Directory Listing" with a sub-header and a paragraph about updating information. At the bottom of the main content area, there is a question about having questions or comments, with an email address provided.

Home

On-Line Directory

Class Notes

Chapter Pages

Career Center Services

Message Boards

Chat Rooms

Permanent Email

Yellow Pages

Hot Links

Events Calendar

Member Services

On-Line Directory

Search the Online Directory for fellow alumni using either the Simple Search or Advance Search options. As a registered member of the Online Community, the directory is a great resource for personal and professional networking and an easy way to keep up-to-date on fellow alumni.

Search the Directory

You can perform either a simple search or an advanced search using one or all of the search fields provided. The more information you enter, the more refined a search you perform.

MyContacts

You may bookmark directory listings as an easy reference for future visits so there's no need to search over and over for the same friends and contacts. This is a great way to keep up-to-date on what others are doing!

View/Update Your Online Directory Listing

View your directory listing and use the update feature to send any address, business or academic changes to your institution. This is an easy way to provide your institution and fellow alumni, with current personal information and professional or academic accomplishments.

Do you have a question or comment regarding Online Directory? Email us at boden@webster.edu