Overview

Alumni.du.edu

Welcome to the new official ePioneer online community for University of Denver Alumni! This guide will help you quickly get up and running as you connect with your DU friends, new and old.

First Time Login

If this is your first visit to our site, you will need to activate your account using our first time login option before proceeding. After activating your account, you can sign in using your ePioneer Online Community username and password. Or, if you have both a Facebook account and have registered with the ePioneer Online Community, you may log in using your Facebook sign-in information by clicking Connect with Facebook. Additional instructions are in the Return Visitors section of this guide.

1. You can sign up in the following ways on the Alumni home page:
   a. Click First Time Login in the upper left hand corner of the page.
      OR
   b. Click the ePioneer Online Community tab and select the First Time Login link.

2. On the Account Lookup page, enter your full Last and First Name, and then click Find.

3. Locate your record by name and class year; Select it and click Next.

4. Enter 9-digit DUID in the Constituent ID field (i.e. 870012345), and click Verify.

   If you do not know your Community ID, please complete the form at alumni.du.edu/rif
   Your DU ID is your student ID number. Do not enter your social security number.

5. You’ll have an opportunity to review and update the information we have on file for you. In the Account Information section, create a username and password, enter your current email address, and
6. Congratulations! You are now a member of the ePioneer Online Community. When you click on the Finish button you will be taken to your “My Profile” page.

7. The “My Profile” page will allow you to show/hide the information that is displayed in the On-line Directory.

From here on, when you return to the online community, follow the instructions under the Return Visitors section of this guide.

Return Visitors

To log in:
Click Login in the upper right hand corner of the home page.
OR
Click the ePioneer Online Community tab.
These links will take you to the Login page.

After activating your account, you can sign in using your alumni community username and password. Or, you can click the “Connect with Facebook” icon.

Once you click the icon, a pop-up window will appear on your screen. Enter the e-mail address and password associated with your Facebook account. The pop-up will close, and your Facebook profile picture will appear onscreen with a short confirmation message.

Next, input your alumni community username and password in the fields to the left of your profile picture. Click the login button. This completes the link between Facebook and community, and only needs to be done once. The system will return you to the community homepage.
You are now Facebook Connected!

**Alumni homepage when you are logged in**

**Your Profile Page**
Navigating the Alumni Home Page When You Are Logged In

To get to the DU Alumni home page, click the HOME link in the upper left corner.

From the Dashboard in the upper left corner of any page, you can:

- Log out
- Update your personal information in My Account
- Access your profile
- Go directly to your Friends
- Go directly to your Photos
- Go directly to your Class Notes
- Access help

Overview of the Online Community

There are six main pages of the online community, accessible from the following tabs:

- Profile – customizable page containing personal information you want other alumni Community users to know about you.
- Friends List – stay connected to your DU friends.
- Photos – add a personal touch by maintaining a photo gallery.
- Class Notes – share news about yourself.
- Groups – this feature will be released in the near future and allow you to interact with other alumni that have similar interests to you (i.e. Latino, Ski Club, Hockey, Geographic location)
- My Activity – send instant notes to your friends.

Some of the sections on each page are collapsible. To collapse a section, click ☑ to expand a collapsed section, click ☐.

Help in navigating and customizing the Community is available by clicking the Tutorial or Help icons.
Profile

Overview of the Profile page

The default tab for the Profile page is **My Profile**, which is your home page in the online community. The default view is **Edit Mode**. In Edit Mode, you can customize your profile page (instructions below). The other mode is **View Mode**, which allows you to see how your Profile will look to others.

Click [Edit Mode (click to view)] to enter View Mode to see how your profile will appear to others.

Click [View Mode (click to edit)] to return to Edit Mode.

See the section in this guide on **Photos** for help on changing your **Profile photo**.

You can add custom tabs to the Profile page and you can add custom content to these tabs. All of the content that you add can be made viewable to everyone in the Community, viewable to your Friends only, or viewable to yourself only.

There are three categories of content that can be added to the tabs in your Profile page:

- **Member Fields** – personal, education and business information.
- **Feeds** – RSS feeds that pull news and web content into your Profile page.
- **Widgets** – plug-ins that enable you to embed a feature from another website into your Profile page. For example, you can include elements from your MySpace, You Tube and Linked In pages right in your Profile page.

Customizing the Profile Page: Adding Tabs

You can add tabs to group content together. For example, you can add a tab for your favorite sports team, or your location.
To add custom tabs to the Profile page:

1. Click the icon.
2. Enter a title for the new tab and click the green check icon.
3. You can set the Audience for this new tab, which controls who can view it.
   a. Click the Audience icon.
   b. Select one of the following options:
      i. Friends – viewable only to alumni on your Friends list
      ii. Regular Member – viewable to all alumni in the Community
      iii. Personal – viewable only to you
   c. Click the green check icon.

You will be given three blocks in which to add content. These are called content cells.

Customizing the Profile Page: Adding Content

Content cells are the boxes that hold content. You have three cells to customize on each tab. You can add multiple sections of content in each cell in any combination.

- To add content to a cell, click Add Content for the cell you want to edit. You will be presented with a window with three tabs: Member Fields, Feeds, and Widgets.
- To edit an existing content cell, click the pencil icon next to the header of the section you want to edit.
- To delete the contents of a cell, click the red x icon next to the header of the section you want to delete.

Adding Content – Member Fields

1. Click Add Content.
2. Member Fields will be the active tab. Click the name of the type of information you want to add, for example, Spouse and Family Information.
3. Check the box next to each piece of information you want displayed in your profile. To deselect a box, click the box again.
4. Click Save.
5. Repeat steps 1 – 4 for any additional fields you want to add to this or any other cell.

Adding Content – Feeds

1. Click Add Content.
2. Click the Feeds tab. Click the for the type of feed you want to add, for example, Sports. If this category has subcategories, click the subcategory to further expand the selection.
3. Click the name of the feed you want to add or click Add your own Feed at the bottom of the list to add one that is not listed.
4. You can edit the name of the feed, the maximum number of links you want displayed on your profile page, and the height (in pixels) of this feed section.
5. Click Save.
6. Repeat steps 1 – 5 for any additional feeds you want to add to this or any other cell.

Example: DU Today - http://www.du.edu/today/rss.xml

**Adding Content – Widgets**

1. Click Add Content.
2. Click the Widgets tab. Click the for the type of widget you want to add, for example, Facebook. If this category has subcategories, click the subcategory to further expand the selection.
3. Click the name of the widget you want to add. Depending on the widget selected, you may have to enter certain information. For example, adding the weather will prompt you for your location and adding Facebook will prompt you for your Facebook Badge in order to add the Facebook widget.
4. Click Save.
5. Repeat steps 1 – 4 for any additional widgets you want to add to this or any other cell.

**Customizing the Profile Page: Reorganizing the Content Layout**

The sections of a content cell can be dragged-and-dropped to any other content cell on that Profile page tab. Cell sections can also be dragged-and-dropped above or below other sections in the same cell. To drag-and-drop a cell section:

1. Hover over the header of a section. The cursor will turn into .
2. Click, hold, and drag the section to its new location.
3. Release the mouse button.

**Report Objectionable Content**

Any registered alumni Community user can click to report content on your Profile page as objectionable. An email is sent to the site administrators for review and decision regarding the content. When reporting content as objectionable, be specific as to the location of the content on the user’s pages so that the site administrators can find it.
Friends and Finding Classmates

Adding Friends
There are three steps to adding friends:
1. Finding alumni to invite.
2. Sending them an invitation.
3. Having the invitation accepted (or not accepted).

Finding alumni to invite
1. You can find alumni in the following ways:
   From the Profile page (or any page in the Community), click the Friends List tab, and then click Search
   OR
   From within the Online Community, click On-line Directory on the left navigation bar.

2. Enter the search criteria, such as first and last name, and class year. Click Search.

Sending them an invitation
3. You can send an invitation in two ways:
   • Click the Add to Friends List icon in the Search result

   OR
   • Click the person’s name in the Search results to view their profile, click the Friends List tab, then click Add to Friends List next to the name of the person you want to invite (you can also invite their friends to be your friend).

4. You can edit the email that will be sent, then click Preview. At this point, you can Cancel, Edit, or Send the email.
5. After you click Send, you can go to that person’s Profile page, go to the Search page, or go to your Friends List page.

Having the invitation accepted (or not accepted)
6. A new tab will appear on your Friends List page as well as on your invitee’s Friends List page.

Your Friends List
Invitee’s Friends List

7. The invitee will click one of the three choices below, then click **Update**:
   - Accept invitation – this will add them to your List and you to their List.
   - Decline invitation – nothing will happen; you are free to re-invite them later.
   - Block member – similar to decline except you will be unable to re-invite them at a later time.

   Note: The invitation will expire after 30 days if there is no response. An email will be sent to you informing you that the invitation has expired and that you should invite the person again.

Adding Friends of Friends

It is possible to send invitations to the friends of your current friends.

1. From your Friends List page, click the name of a current friend to view his/her profile.
2. From his/her Profile page, click the **Friends List** tab.
3. Click **Add to Friends List** next to the name of the person you want to invite.

The process of sending them an invitation and having them accept it is the same as outlined above.

Communicating with your Friends

There are many ways you can interact with your Friends in the Community.

- Send an email (to one or all)
- Send an instant note (to one or all)
- Quickly view their profiles, photos, and other Community pages
- Set restrictions on your pages so only Friends will see them

Sending emails

To send an email:

1. From your Friends List page, click **Send Email to all Friends** or **Send email** for the individual if you are only emailing one friend.
2. Enter a subject and a message, and then click **Preview**. At this point, you can **Cancel**, **Edit**, or **Send** the email.

Sending notes
To send an instant note:

1. From your Friends List page, click **Send Note to all Friends** or **Send Note** for the individual if you are only emailing one friend.
2. Enter a subject and a message, and then click **Preview**. At this point, you can **Cancel**, **Edit**, or **Send** the note.
   - Notes sent and received can be read from the **My Activity** page (see the section in this guide on the **My Activity** page).

**Viewing your friends’ profiles and other Community pages**

From your Friends List page, you can click on your friend’s name to quickly view their Community pages, including their photos, class notes, and groups.

**Photos**

You can maintain a photo gallery with multiple photo albums, and designate a photo for your profile.

**Adding Photos**

1. From the Profile page (or any page in the Community), click the **Photos** tab.
2. To add an album, type a name in the ‘Create a new Photo Album’ text box and click **Add**, then click the album name.
   - To add to an existing album, click the album name.
3. Follow the instructions on the page to add your photos.
   - The photo must be less than 300KB in size, and in a JPEG or GIF format (file types .gif, .jpg, .jpe, or .jpeg).
4. You can give the photo a caption.
   - The first photo you add will become your profile photo. To change your profile photo, add another photo and check the box Make this the default photo for my Profile Page.
   - Photos will not post immediately to your album. Photos are approved by a site administrator before appearing in your gallery.

**Renaming or Deleting Albums**

1. To rename or delete your album, click **Manage Album**.

**Viewing a Photo Gallery**

To view a Photo Gallery:
1. Navigate to the Profile page of the person whose photo gallery you want to view.
2. Click on the Photos tab.
   - You can also access your own photos by clicking My Photos on the Dashboard.
3. Click the name of the photo album you want to view.
4. Click the thumbnail of the photo you want to view to enlarge it.

**Class Notes**

The Class Notes page is where you can add any announcements you want to make to the Community, for example, if you get a promotion at work. Examples of class note categories include Career, Engagements and Marriages, and Births and Adoptions. To add Class Notes:

1. From the Profile page (or any page in the Community), click the Class Notes tab.
2. Follow the directions on the page to add a class note.
   - You can add a photo and photo caption for your class note, or give permission for the note to be used in official print media.
   - Class Notes with a photo will not post immediately. They are approved by a site administrator before appearing on your page.
   - Class Notes without a photo will post immediately.

**My Activity**

The My Activity page will show you any Notes you have sent to or received from other alumni in the Community. You can have a notification emailed to you if you have any unread Notes that are more than one day old.

**Update My Info**

You can make your profile as detailed as you like by updating your information via the tabs shown below.

**Edit My Information**

You can access the Edit My Info page by clicking My Account on dashboard.

Some things to note:
- The name fields are not modifiable by alumni. To update or change your name – please complete a Name Change Request Form at http://www.du.edu/registrar/forms/Namechange.pdf
- Education Information contains two sections. The top education information is your DU information and cannot be modified by alumni – any updates or corrections can to be submitted to
alumni@du.edu or ipioneer@du.edu. The bottom education information is “other institutions” and may be modified by alumni.

- Account Information will allow you to change your Username, Password, and email preferences.

**Forgot Your Username or Password**

From the Login page, under Return Visitors, click the **Forgot your Username? or Reset Password?** link.

**Logout**

You can logout by clicking **Logout** on the Dashboard.