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Overview

Raluumni.com
Welcome to the new official online community for Rutgers Alumni! This guide will help you quickly get up and running as you connect with your Rutgers friends, new and old.

First Time Login

1. You can sign up in the following ways on the Alumni home page:
   - Click First Time Login in the upper right hand corner of the page.
   - OR
   - Click the Sign Up link in the login box.
   - OR
   - Click the Online Community tab.

2. Click First Time Login under Account Activation.

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

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

5. Enter your 10-digit Community ID (i.e. 0000123456) or your 9-digit RUID (i.e. 000012345), and click Verify.

Your Community ID can be found on your Rutgers Magazine mailing label or your old alumni association membership card. If you do not know your Community ID, please complete the form at Raluumni.com/registration

➊ Your RUID is your student ID number. Do not enter your social security number.
6. Create a username and password, enter your current email address, and read the Terms and Conditions (will open in a new window). Select Yes and click Continue.

7. Congratulations! You are now a member of the Rutgers Alumni Online Community. Click Go To My Profile to get started.

8. The first time you log in you will get the ‘Welcome to your new Profile Page!’ pop-up. Choose Tell me more about it for an introduction (opens in the same window) and click Back to Profile Page when you are finished there. To close and go right to the Profile Page, click the x in the upper right hand corner of the pop-up or click Thanks, let me at it!

   ① NOTE: Once you close this pop-up, it will not be presented to you again. However, to see the introduction later, you can click on the Tutorial icon available from many places in the Community.

   ① 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:

1. Click Login in the upper right hand corner of the home page.
   OR
   Click the Login link in the login box.
   OR
   Click Login under the Online Community tab.

2. These links will take you to the Login page. Enter your username and password.

3. You will then be taken to your Profile page.
Alumni home page when you are logged in

Dashboard

Your Profile page

Dashboard
Navigating the Alumni Home Page When You Are Logged In

- To get to the Rutgers Alumni home page, click the Rutgers Alumni Relations logo in the upper left corner.

- From the Dashboard in the upper right corner of any page, you can:
  - Log out
  - Access your profile
  - Update your personal information
  - Go directly to your friends
  - Go directly to your photos
  - Go directly to your blogs
  - Access help

- Clicking the Online Community tab will take you to your Profile page.

- Hovering over the Online Community tab will display a drop-down with many commonly-used options, such as finding alumni, updating your information, and sending news to Alumni Relations.

Overview of the Online Community

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

| Profile | Friends List | Photos | Class Notes | Blogs | My Activity |

- Profile – customizable page containing personal information you want other alumni Community users to know about you.
- Friends List – stay connected to your Rutgers friends.
- Photos – add a personal touch by maintaining a photo gallery.
- Class Notes – share news about yourself.
- Blogs – share your voice by starting your own Blog.
- My Activity – send instant notes to your friends.

Some of the sections on each page are collapsible. To collapse a section, click \( \uparrow \); to expand a collapsed section, click \( \downarrow \).

Help in navigating and customizing the Community is available by clicking the \( \text{Tutorial} \) or \( \text{Help} \) 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 ☞ In Edit Mode (click for view mode) to enter View Mode to see how your profile will appear to others. Click ☞ In View Mode (click for edit mode) to return to Edit Mode. Click the pencil (✍️) icon after your name to update your profile information.

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 jazz band.

To add custom tabs to the Profile page:

1. Click the Add Tab 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.
   
i. Click the **Audience** icon.
   
   ii. Select one of the following options:
       - Friends – viewable only to alumni on your Friends list
       - Regular Member – viewable to all alumni in the Community
       - Personal – viewable only to you
   
   iii. 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, **Education 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 feeds 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’s   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.

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’s   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 \( \text{\textbullet} \).

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 [Report as Objectionable] 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 Find Classmates on the left navigation bar.
   - OR
   - From any page, click Find Classmates in the Online Community drop-down menu.
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 results (hover over each icon for a description).
   - 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.

   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, 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, 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

- 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.

   ① 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.

   ① Class Notes with a photo will not post immediately. They are approved by a site administrator before appearing on your page.

   ① Class Notes without a photo will post immediately.

Blogs

You can create your own Blog in the Online Community.

Adding a Blog

To add a Blog:

1. From the Profile page (or any page in the Community), click the Blogs tab.
2. Click **Add a Blog**. A new window will open that will allow you to set the Blog Settings.

3. Complete the following fields to set up your Blog:

   - **Blog Name** (*required*) – this name will appear on the page and on all results pages when someone searches for your Blog.
   - **Blog Description** (*required*) – this description will appear on the main page of your Blog. Using the content editor toolbars, you can add formatting and images to your description. Hover over each button on the toolbar for a description of what the button does.
   - **Private/Public** – checking the box to allow the public to see your Blog will make your Blog viewable to everyone, even if they are not currently logged into the Community.
   - **Custom URL** – you can create a direct link to your Blog by entering a value in the text box.
   - **Blog Tags** – assign tags to your Blog to enable others to search and find your Blog more quickly. You can add new tags or select from existing tags that other Bloggers have used.

At this point, you can click **Save Settings**, or click **Additional Blog Settings**.
4. Complete the following additional fields:

**Display Settings**

- **Maximum Posts Per Page** – sets the number of posts that will appear on each page.
- **Previous Posts - Character Limit** – in the Previous Posts section of the Blog, this sets the character limit of the Post Title.
- **Maximum Previous Posts** – also in the Previous Posts section of the Blog, this sets the maximum number of posts that will appear at any one time.
- **Archive Options** – sets the Blog Archive to weekly, monthly, or to not show.
- **Maximum Archive Links** – sets the maximum number of archive links that will appear at any one time.
- **Time Format** – sets the post time format as 12-hour or 24-hour.
- **Date Format** – sets the post date format as mm/dd/yyyy or dd/mm/yyyy.
- **Week Start Day** – sets the start day of the Blog week for archive purposes as Sunday or Monday.
Email / RSS Settings

- **Allow Email Posts To Friends** – checking this box allows logged-in members of the Community to send an email (though the community system) to their friends with links to specific posts in your Blog.

- **Allow Subscribe By Email** – checking this box allows logged-in community members to subscribe to your Blog and receive email notifications when the Blog is updated.

- **Allow RSS subscription** – Blog readers (public and logged-in) will be able to subscribe to RSS feeds of your Blog to the newsreader of their choice.

Comments Settings

- **Allow Comments** – checking this box allows logged-in members of the Community to make comments on the posts in your Blog.

- **Be notified of comments?** – you can choose whether or not to be notified via email when comments have been posted to your Blog.

5. Click **Save Settings**. You will now have a new entry and tab for the Blog you just created.
Adding Blog Posts

To add a Blog post:

1. On the View Blog tab, click Add New Post.

2. A new window will open with a content editor that you can use to add your post. Add a Post Title and use the toolbars to add formatting and images to your post text.

3. You can also add Tags to this individual post, set the date that you want this post to be added, select whether you want to allow comments for this individual post, and select whether readers can subscribe to be notified when comments are posted.

4. After preparing your Blog post, you can:
   - Close the window without posting or saving a draft (all changes will be lost).
   - Post it on the date selected in the Post Date field.
   - Save the post as a Draft to be edited or posted later. To view saved drafts, click the Manage Posts tab.
If you select a future date for your post, when you click the **Post** button, it will be saved and the posted when the date arrives. To view the future post, click the **Manage Posts** tab.

If you save the post as a Draft, it will also be saved on the **Manage Posts** tab.

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**The Blog Home Page / Viewing Blog Posts**

As the Blogger, there are a couple of additional things that can be done from your Blog home page.

1. Next to each post title are icon links that allow you to edit (✏️) and delete (❌) the post.
2. Next to the Blog Links section on the right, click the pencil icon (✏️) to add external web links to your Blog.

**To view someone else’s Blog:**

1. Navigate to their **Profile** by searching for them or by clicking on a friend in your **Friends List**.
2. Click on the **Blogs** tab.

The most recent postings will be available from the Blog home page.
To add a comment to a Blog post:

1. Click on the post title.

2. Scroll to the bottom of the page and enter your comments in the Post Comments text box.

3. When you start typing in the box, a Submit Comment button will appear. Click the Submit Comment button when you are finished.
**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. This is the information that is available when you add Member Fields content to your profile page.

**Update My Info**

You can access the Update My Info page in the following ways:

- From the Dashboard, click the **Update My Info** link.
  
  OR

- From within the Online Community, click **Update Your Information** on the left navigation bar.
  
  OR

- From any page, click **Update Your Information** in the **Online Community** drop-down menu.

**Some things to note:**

- Any changes to your Biographical information will not appear immediately.
- The **Business** tab will allow you to create a Business WebCard which can be used when exploring networking opportunities available through the Career Network.
Forgotten Your Username or Password

- Click the Forgot Your Password? link in the Online Community drop-down menu.
- OR
- From the Login page, under Return Visitors, click the Forgot your Username? or Forgot your Password? link.

Logout

You can logout in the following ways:

- Click Logout on the Dashboard.
- OR
- From within the Online Community, click Logout on the left navigation bar.
- OR
- From any page, click Logout in the Online Community drop-down menu.