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Overview

www.alumni.rutgers.edu
Welcome to the new official online community for Rutgers Alumni, Scarlet Web! 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 button in the Scarlet Web 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.

   ① 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 alumni.rutgers.edu/registration.

   ① 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 Scarlet Web 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 Scarlet Web, 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 button in the Scarlet Web 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

Your Profile page
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
  - Update your personal information
  - Access your profile
  - Go directly to your groups
  - Go directly to your photos
  - Go directly to your class notes
  - 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 Scarlet Web Online Community

There are six main profile pages of the Scarlet Web, 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 Rutgers friends.
- **Groups** – join many online alumni groups.
- **Photos** – add a personal touch by maintaining a photo gallery.
- **Class Notes** – share news about yourself.
- **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  to enter View Mode to see how your profile will appear to others. Click  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  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 ⬠.  
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.

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Your Friends List

![Image of Rutgers Alumni Scarlet Web Online Community getting started guide showing the Friends List page]

Invitee’s Friends List

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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.

① 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.
Groups

You can become a member of a group and be listed in its directory. Some groups are private, in which case, you have to provide a reason for your request to join and the group administrators will review and decide on your request.

To join a group:

1. You can get to the Groups page in the following ways:
   - From the Profile page (or any page in the Community), click the Groups tab. OR
   - On the Dashboard, click My Groups.

2. Follow the directions on the page to join the 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.
   - 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. This is the information that is available when you add Member Fields content to your profile page.

Update My Info

<table>
<thead>
<tr>
<th>Biographical Information</th>
<th>Contact Information</th>
<th>Family Information</th>
<th>Rutgers Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Education</td>
<td>Login Information</td>
<td>Business</td>
<td>Business Contact Information</td>
</tr>
</tbody>
</table>

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

- From the Dashboard, click the Update My Info link.
- From within the Online Community, click Update Your Information on the left navigation bar.
- From any page, click Update Your Information in the Online Community drop-down menu.

Some things to note:

1. Any changes to your Biographical information will not appear immediately.
2. The Business tab will allow you to create a Business WebCard which can be used when exploring networking opportunities available through the Career Network.
Forgot 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.