

FHSU Alumni Association Website:

Online Features Introduction & First Time Login Instructions

Welcome to the new Alumni Association web site. We are pleased to offer you exclusive online features, available only to members of the association, and hope you will take full advantage of this opportunity.

To create an online account with "username and password" that you will need in order to access the features of the web site:

1. Go to the Alumni home page
(<http://goforthaysstate.com>)
2. Select the "First Time Login" link
(located on the upper left-hand side of the page, right under the "Privacy Policy" link).

[You will then begin the process of locating and setting up your account.]

3. Search for your last name.
4. Click **Next**.
5. Select your name from the list (*Please be certain all information is correct in regards to the selection you make*).
6. Click **Next**.
7. Input the last 4 digits of your Social Security Number. (*If for some reason the computer does not accept the 4-digits you input as correct, please contact our office as soon as you can at 1-888-351-3591 or by e-mail at alumni@fhsu.edu so that we can make the necessary corrections to your account*).
8. Click **Next**.

Next you will be asked to create a profile and user account. Most of the information should already be pre-populated, however, if there is missing information please enter the correct information and hit "Save" when advancing through the process.

You will be able to create a personalized login ID that you will use when accessing the online features. In addition, if you want to register for an event or purchase something from the Alumni Association, fields on forms will be pre-populated as long as you are logged in to your account. This particular feature will allow for fast and easy registrations in addition to quick information updates.

Now that you have created your account and are logged in, we ask that you begin creating your profile page.

1. Click the "My Profile" link (located in the left-hand navigation bar, under "Privacy Policy").

[A window will pop up briefly discussing the social networking features available to you in building your profile. You may select either "Thanks, let me at it" to immediately begin building your profile or "Tell me more about it" to learn more about the specific features, and/or download tutorials on how to add the different applications to your profile page. Some of these features include: adding pictures, contact information blocks, widgets, news feeds, badges, etc. from elsewhere on the web.]

2. After you have completed building your profile, please begin exploring the new online features available to you.

The **Tiger Online Directory** contains the first & last names, graduation year (if applicable), and city & state of all FHSU alumni and/or members of the association. You will be able to search and communicate with FHSU friends and colleagues as long as they are current members of the association. You will have the option to create a profile page (much like a Facebook or MySpace page) to post contact information, business information, pictures, blogs, and more.

You, as the creator of this page, will determine what information you want to share with other members of the FHSU online community.

Alumni News - Look for information regarding upcoming events, campus happenings, and alumni related news. Short descriptions of the current news articles are available on the homepage and can be viewed in detail by selecting a specific article. You have the wonderful option of staying current on the most up-to-date happenings of the Alumni Association by subscribing to our RSS feed.

Career Center – Are you looking for a job or internship? Are you an employer in search of a good employee to join your staff? Or do you just want to network? Why not strengthen the “Tiger Bonds” by working with fellow FHSU Alums! Post your resume, job experience, job/internship openings, etc., and put your educational experience at FHSU to work!

Online Chat – Chat in real time with other alums from the online community--you may just run into a friend from times gone by!

Class Notes – Post your “Class Note” for the online community to see. Received a promotion? Got married or had an anniversary? Won an award? Let us know about your accomplishment—we at the Alumni Association are always very proud of the wonderful things our alums do!

If for any reason you have any questions regarding the web site, please feel free to contact our office locally at 785-628-4430, toll-free at 1-888-351-3591, or by e-mail at alumni@fhsu.edu. We will be more than happy to assist you!

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