

Chapin's Alumnae Portal has launched!

Now, alumnae can do more online than ever before. You will be able to participate in this password-protected area of the Chapin website with new interactive features exclusive to the alumnae community. Look for your login information arriving shortly in the mail. Should you have any questions or do not receive your login information in the next few weeks, please contact us at alumnae@chapin.edu or by calling the Alumnae Office at 212.570.4916.

Instructions for alumnae:

1. To log in to the Alumnae Portal: Click on the 'Chapin Login' button at the top right of the www.chapin.edu home page and enter your login credentials (provided at Reunion or via mail).



← Click here

The image shows a 'Site Login' form. It has a title 'Site Login' and a sub-header 'Please provide your username and password to log in:'. There are two input fields: 'username' and 'password'. Below the fields is a 'login' button and a link that says 'Forgot your username/password?'.

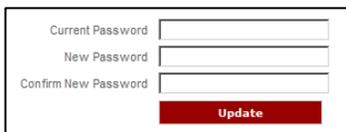
← Enter username/temporary password here

After you are logged in:

2. Update your password: In the yellow MY ACCOUNT box, click 'Update your password.'

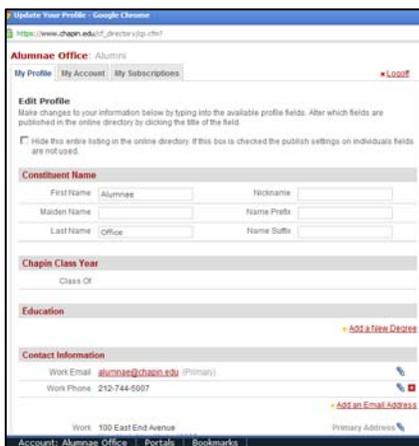


← Click 'Update your password'

The image shows a password update form. It has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the fields is a red 'Update' button.

← Enter your current temporary password and create a new password. Press 'update' to save your new password.

3. Update your profile: In the same MY ACCOUNT box, as shown above, click 'Update your profile.'

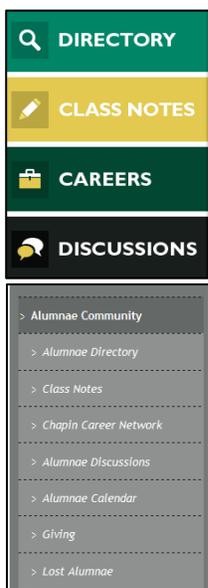
The image shows a 'Update Your Profile' form. It has a title 'Update Your Profile' and a sub-header 'Edit Profile'. Below the header, there is a checkbox for 'Hide this entire listing in the online directory'. The form is divided into several sections: 'Constituent Name' with fields for First Name, Last Name, Maiden Name, and Name Suffix; 'Chapin Class Year' with a 'Class Of' field; 'Education' with an 'Add a New Degree' button; and 'Contact Information' with fields for Work Email, Work Phone, and Primary Address. There is also a 'Logout' button in the top right corner.

← In this section, make changes to your profile by typing in the text box next to each field title. When finished, press the **Update Profile** button at the bottom of the page to save all changes.

It is so important that we have your most up-to-date information. The online directory is one of the best resources that the Alumnae Association can provide to alumnae for networking and sharing their experiences with one another.

Your alumnae class year, business information and professional and life experiences will only be viewable to your fellow alumnae.

4. Explore the portal: There are three ways to navigate from this page.



← Clicking on any of these quick-link tabs will bring you directly to that specific page: Directory, Class Notes, Chapin Career Network, & Discussions ↓

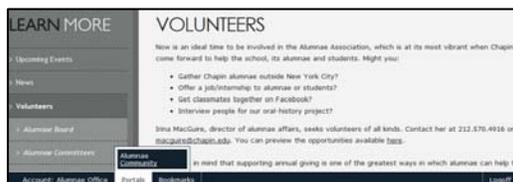


← The left gray sidebar is another way to navigate around the portal.

In addition to the above four categories (Directory, Class Notes, Chapin Career Network, Alumnae Discussions), the sidebar also includes the Alumnae Calendar, Giving and Lost Alumnae information.

5. Shift from other areas of the Chapin website back to the Alumnae Portal: If you leave the Alumnae portal to go to a non-password protected area of the Chapin website, click the 'Portals' button on the bottom black bar and click 'Alumnae Community' to go back to the portal.

Click 'Portals' then click 'Alumnae Community' →



Instructions for current parents who are also alumnae:

- A. Follow step #1 above to log in: Enter the same username/password that you use as a Chapin parent.
- B. Shift to Alumnae Portal: As you know, once you log in, you land on the *Inside Chapin Home* page. To shift to the Alumnae Portal, click the 'Portals' button on the bottom black bar and click 'Alumnae Community.'



- C. Follow steps #2 and #3 above to update your password and profile: Current parents who are also alumnae are able to edit fields that only fellow alumnae will see. This includes biography, degree information, and professional information. Note: Your class year will be visible in the Parent Directory only to other alumnae.