

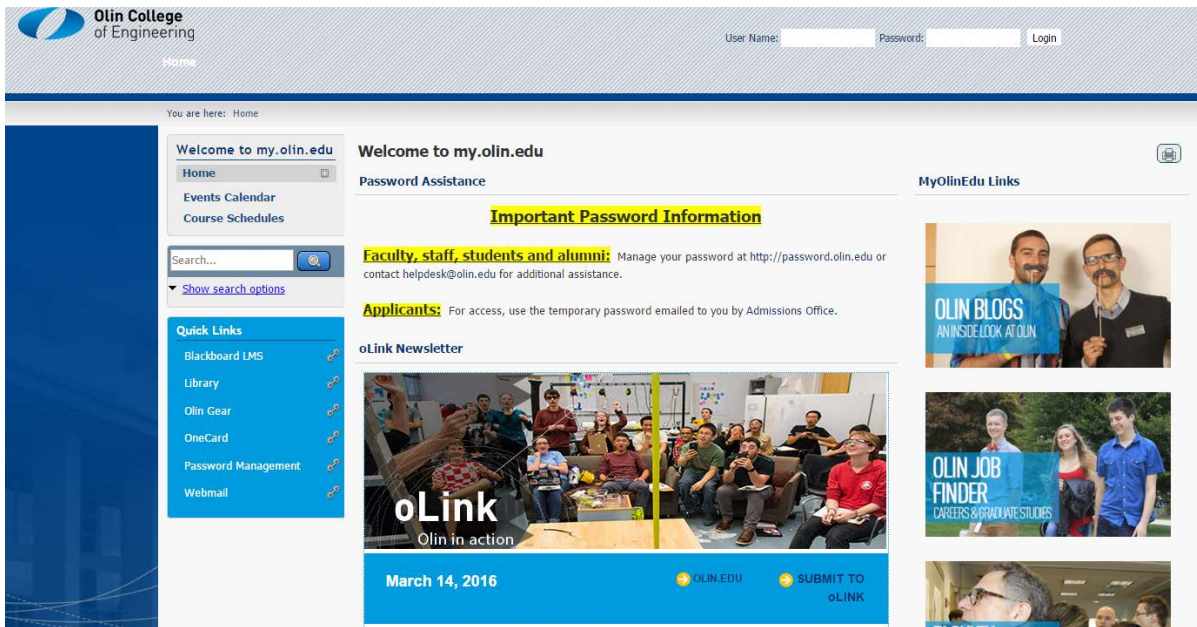
Olin Community Directory User's Guide

March 2016 Edition

Please e-mail CommunityDirectory@olin.edu if you have any general questions that aren't answered by this user's guide.

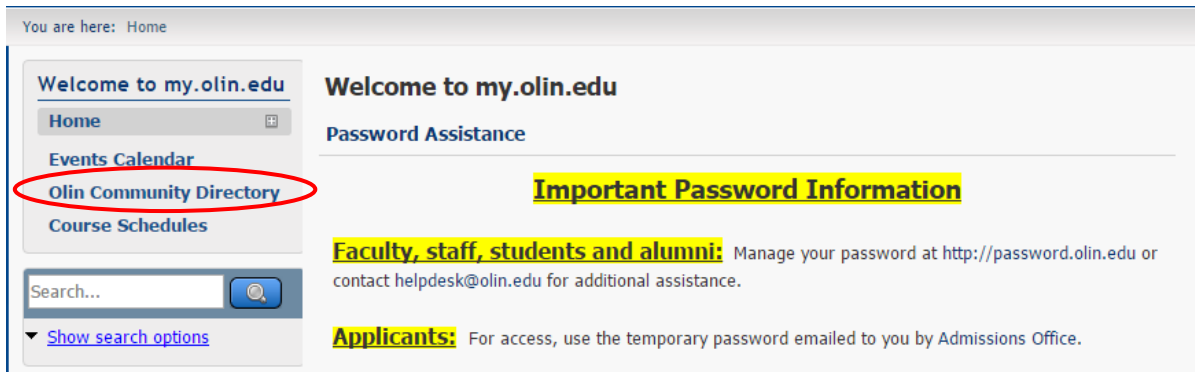
How to Log In

STEP 1: Log into the Olin College Portal (<http://my.olin.edu>) using your Olin network username and password. Please visit <http://password.olin.edu> or send IT a help desk ticket (HelpDesk@olin.edu) if you have any password problems.

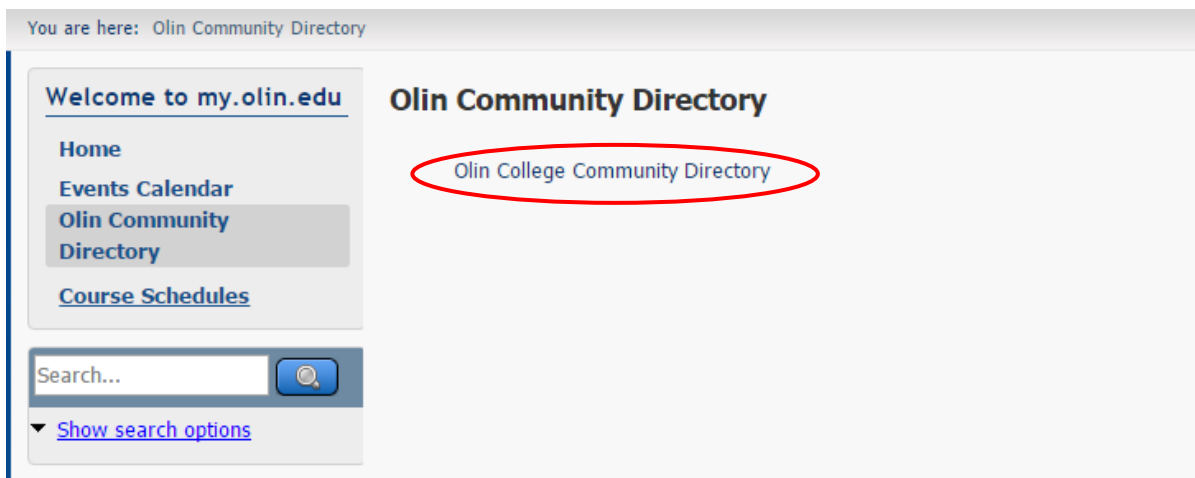


The screenshot shows the Olin College of Engineering my.olin.edu portal. At the top left is the Olin College of Engineering logo and the text "Olin College of Engineering". To the right of the logo is a "Home" link. In the top right corner, there are input fields for "User Name:" and "Password:" with a "Login" button. Below the header, there is a navigation bar with "You are here: Home". The main content area is divided into several sections. On the left, there is a "Welcome to my.olin.edu" section with a "Home" link, "Events Calendar", and "Course Schedules". Below this is a search bar with "Search..." and a "Show search options" link. Further down is a "Quick Links" section with links to "Blackboard LMS", "Library", "Olin Gear", "OneCard", "Password Management", and "Webmail". The main content area has a "Welcome to my.olin.edu" section with "Password Assistance" and "Important Password Information". The "Important Password Information" section has two sub-sections: "Faculty, staff, students and alumni" and "Applicants". Below this is an "oLink Newsletter" section with a photo of a group of people and the text "oLink Olin in action" and "March 14, 2016". On the right side, there is a "MyOlinEdu Links" section with three links: "OLIN BLOGS AN INSIDE LOOK AT OLIN", "OLIN JOB FINDER CAREERS & GRADUATE STUDIES", and a partially visible link "OLIN...".

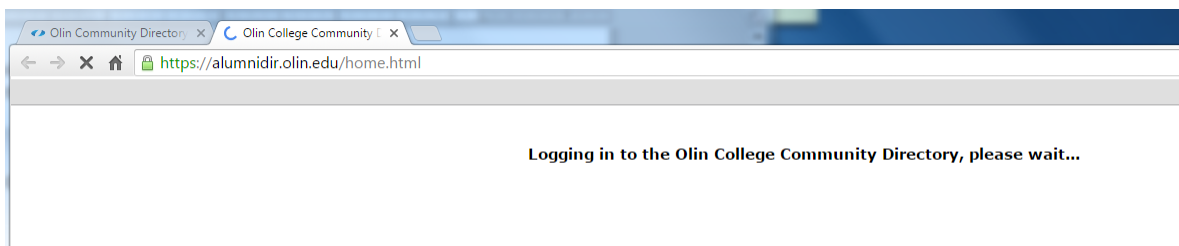
STEP 2: On the left side of the Home page, you will see a link to the “Olin Community Directory” page. Click this link.



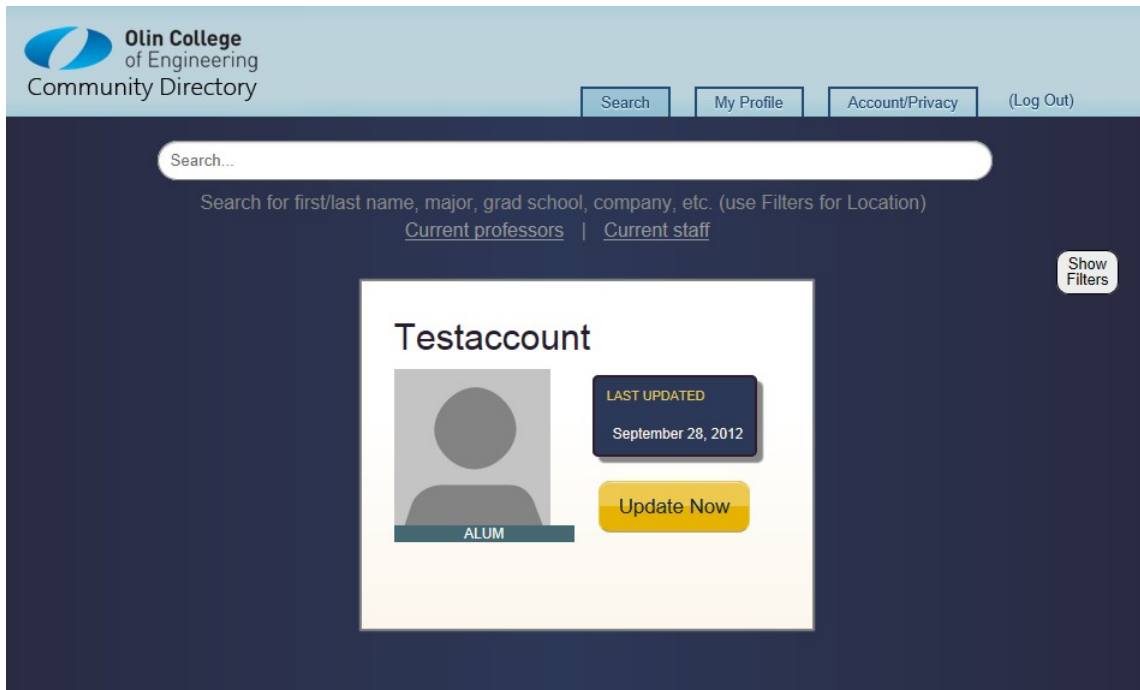
STEP 3: On the “Olin Community Web Sites” page you will see a link to the “Olin College Community Directory.” Click this link.



STEP 4: You will briefly see the message below as you are logged in to the Olin Community Directory web site.



STEP 5: Once the system logs you in, your personal profile page will be displayed.



Searching and Filtering

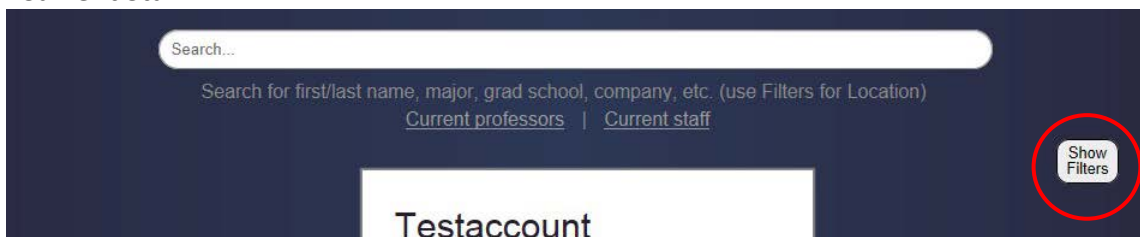
Google-like searching of common fields

The search bar will search all of the following fields: Username, First Name, Last Name, Last Name at Olin, Preferred Name, Major, Class Year, Interests, Activities, Employer, Title, Post-Olin School, Post-Olin Educational Degree and Subject studied.



“Filter” Searching for Common Criteria

You can open the filters from the home screen by clicking “Show Filters” or by selecting one of the pre-defined searches such as “My Graduating Class,” “Current Professors,” or “Current Staff.”





Olin College of Engineering

To use the filters, you must first set them and then click “Apply Filters.” These allow for searching based on Class, User Group (Alumni, Faculty, Staff, Students) or when someone was at Olin. You can also search by state for those living in the United States via the “Current Location” filter. Note that these filters are additive on top of any search text included in the free-form search box.



Permission / Privacy Controls

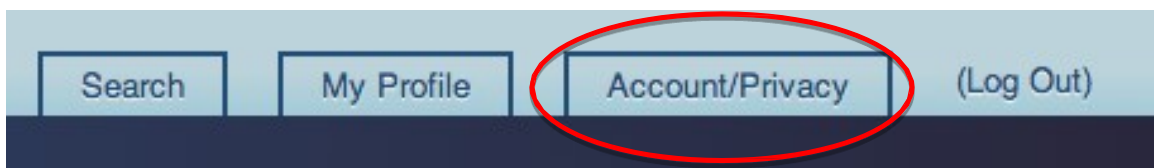
Limited Access vs. Full Access

The two levels of information sharing are “Full Access,” where a user in a given group can see all information that you enter into the Directory, and “Limited Access,” where the only contact information a user can see is your alumni e-mail address. Please note that other users can still see any other information you choose to enter into the Directory (Employment, Interests, Post-Olin Education, etc.)

Group Level Permission Settings

The Directory includes Group-Level permission controls so you can decide how much of your contact information will be visible to Alumni, Staff, Faculty, Current Students and Visiting/Former students.

Group permission controls are modified by clicking on the “Account/Privacy” tab on the top right of the Directory navigation bar.



The group permissions can be set to:

- **All** – All members of a given group can see all information you enter
- **Co-Attending** – Members of a given group who were at Olin at the same time that you were can see all your information, but people who were not at Olin when you were can only see a Limited Profile.
- **None** – All members of this group can only see a limited view of your name, Olin affiliation, and primary email address.

	All	Co-attending	None
Current Students	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alumni	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Former/Visiting Students* <small>(*visiting, or left before receiving degree from Olin)</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Update Settings](#)

You can make changes by selecting the appropriate groups' permission controls and then clicking "Update Settings" to save your changes.

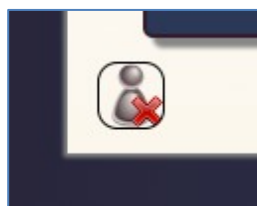
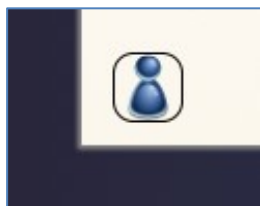
By default every account has been created with "Co-Attending" permissions for each group, but please feel free to change these settings in accordance with your personal preferences.

Please note that Olin's Office of Family and Alumni Relations, IT Department, and the Alumni Association will have access to all information provided for official purposes regardless of whether the permission levels are set to NONE for all groups.

Individual Permission Settings

You can also block individual users from seeing more than a Limited Profile by searching for them in the Directory and clicking the small icon in the lower left corner of their profile as you're viewing it.

Clicking on a non-blocked account (shown in the left image below) will cause that user's access to your contact information to be restricted to your alumni e-mail address, and the icon to change to the icon seen in the right image below.

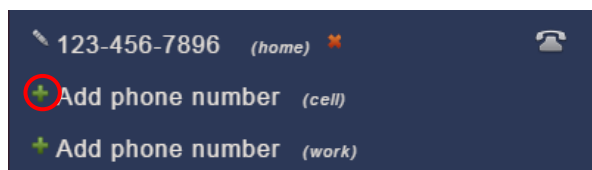


Profile Editing

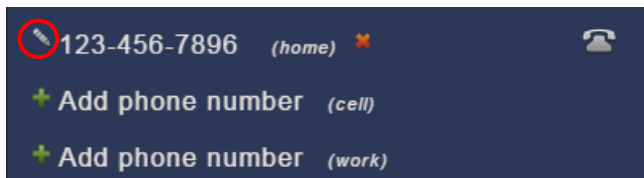
You can edit your own profile in one of two ways: you can either click on the yellow “update now” button from the Directory home screen, or you can click on the “My Profile” tab in the navigation bar.



To create a new entry, click on the green “+” sign to the left of any “Add _____” text.



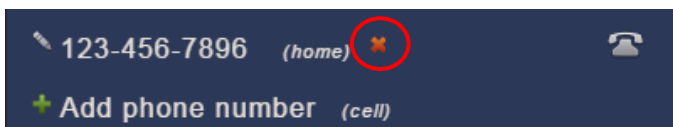
To edit an existing entry, click on the pencil to the left of that entry.



Changes to your profile will only be saved if you click the appropriate “save” button, which will generally appear below or to the right of any entry being edited. Clicking the “cancel” button will undo the current edit.



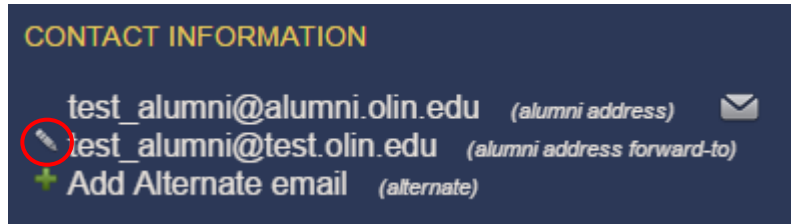
To delete an existing entry, click on the red “X” to the right of that entry.
Note that this cannot be undone.



Alumni

Changing Where to Forward Mail Sent to Your @alumni.olin.edu Address

If you are an alumnus with a lifetime forwarding e-mail address from Olin, then the Directory allows you to change where your @alumni.olin.edu address will forward your messages. To update your “forward-to” address, simply click the edit button next to the “alumni address forward-to” field in your Contact Information on the “My Profile” page.

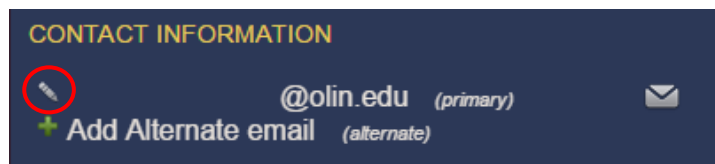


Once you have made your edits and clicked “save,” all e-mail sent to your @alumni.olin.edu e-mail address should be redirected to the new address you entered within minutes.

Staff & Faculty

Changing your primary email address

If you’re no longer going to be employed at Olin, the Directory provides you with a way to change your email address so that community members can stay in contact with you. To update your “primary” email address, simply click the edit button next to that field. Then make your edits and click “save.”



If you'd prefer not to be contacted by members of the Olin Community, you can set your information permission controls to “None” for each group of the community on the Account/Privacy page.