Your new EPFL Alumni platform – User Guide

The EPFL Alumni Service is pleased to announce the launch of its new platform! Find your classmates, discover the chapters and thematic clubs, participate in several events, and expand your network simply by interacting with the EPFL Alumni community.
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Open/Close the user side menu
Welcome to your EPFL Alumni network!

You are now part of the online network entirely dedicated to EPFL graduates. There is only one step left before you can take advantage of the services offered: **Activate your account.**

**Step 1: Login for the first time**

Two possibilities:

1. **You have received an activation key by email inviting you to join your Alumni network:** follow this link and then fill in the email address you used and enter your password to connect. Follow the activation form which will allow you to update your data.

2. **Your network does not have your contact information and therefore could not send you an activation key:** You can still join the network by clicking on "No account yet? Sign up". You then just have to proceed to a few steps to complete your profile:

**Step 2: Validate your profile**

a. Fill in your final password and confirm it.

b. Read the General Terms of Use of the EPFL Alumni Platform.

c. Then check the box "I acknowledge having read, understood and accepted...."

d. Check your personal data via the form

e. Finally, click on one of the following buttons to confirm your registration:

   - Access my profile
   - Check or add a contribution
   - Set my profile privacy

If you have any problems activating your account, please contact us at alumni@epfl.ch
The online help on the FAQ page [https://epflalumni.ch/help](https://epflalumni.ch/help) allows you to use the site faster and guides you if you encounter a difficulty on the site. **If you can’t find an answer, please contact us.**

The search button will allow you to search by keyword or by category.
In the upper left corner of the user menu, click on "Go to my profile" or "Update my profile". You can also find in this side menu your private messages, your notifications and your contact requests.

When you log in for the first time, you will also be offered the "Complete your profile" button with direct access to the parameters to be completed.
Normally, some information on this page was imported directly from your old profile from the previous platform. However, **please check if the information is up to date. If your diploma(s) are not correct, do not hesitate to contact us at alumni@epfl.ch.**

You will find under your profile different parameters such as:

- The profile picture
- The banner photo
- The job title
- The contact information
- Badges
- Your skills
- Professional experience
- Education and training
- Languages
- Awards
- Professional situation
- Websites
- Interests
- Your electronic CV

You can edit all the information in your profile by clicking on the little pencil or "+" next to each piece of information.

Be sure to upload a profile picture and a cover picture that you like.
Change your account settings

To modify your member account, you can do it in two ways:

1- On the "My account" icon on the user side menu.
2- By clicking on the button "Modify your account" on your profile page.

You can then modify the following information:

- Personal information
- Communication preferences
- Profile privacy
- Notifications
- Email management
- Password management
Check and complete your personal information

When you log in for the first time, please check and complete your personal information, which allows us to keep in touch with you. You can access it from the "My account" tab, by clicking on the "Personal information" button.

If you would like to make a change to your first name/birth name or your EPFL education, please contact us at alumni@epfl.ch. Your last name, if different from your birth name, can be changed in your account settings on the left menu.
Access the EPFL Alumni services

As an EPFL Alumnae or Alumni, you have the possibility to become a contributor and thus benefit from many EPFL Alumni advantages and services. Contributions and benefits are summarized on the page: [https://epflalumni.ch/page/avantages](https://epflalumni.ch/page/avantages)
Add or renew a contribution

To add or modify a contribution directly online, click on the "My contributions" page in the "My contributions" tab located in the user menu or on the "I contribute" button above the top menu.
Change your privacy settings

To access your privacy settings, click on the « Profile Privacy » tab of your account located in the side menu.

This feature allows you to choose to which type of user you want to share your information with (personal or professional contact information, email, resume, portfolio, professional wishes, etc.). This is a crucial step in activating your account.
Change your notifications settings

Click on the "Notifications" tab in the "My Account" tab located in the side menu.

This feature allows you to choose if you want to be notified by the platform about your activities, those of your contacts or your groups (events, news, recruitment, messaging, comments etc.).
Change your communication preferences

Click on the "Communication Preferences" tab in the "My Account" tab located in the user menu.

This feature allows you to choose how you would like to interact with your network (languages, involvement in the network, sharing your journey, being a mentor) as well as to communicate your preferences for receiving emails and newsletters from the EPFL Alumni network.
Search for and add contacts from the directory

The EPFL Alumni Directory, the central tool of your network, allows you to find every alumnus of your program and even more. You can access it directly from the "Directory" page of the "Community" tab in the top menu.

You can perform a quick search for members using the search bar and the navigation filters, or an advanced search.

To invite a contact click on the blue icon or the three dots for more options (send a message or view the profile).
By clicking on the advanced search filters in the left column, the directory allows you to easily find the users of your network according to:

- Last name / First name / Groups
- Promotion / Training unit / Study program / Title abbreviation / EPFL title / Thesis number & subject
- Competences / Function / Sector of activity / Current company / Previous company
- City / Country

If you wish to perform a new search, simply click on the cross in the search bar if you have entered your search or by deleting one by one the filters you have checked in the filter column on the left.

The "Geolocation" mode

The geolocation mode allows you to view your fellow classmates on an interactive world map.

By default, the directory uses personal addresses to provide visibility by region of the community. However, if you do not wish to be geotagged, you can disable the sharing of your home address in the "Profile Privacy" page of the "My Account" tab on the left menu.
Update your CV

Go to your profile page and click on "Edit my CV".

You can either automatically create a CV based on the information you have entered on the EPFL Alumni platform or import your CV in just a few clicks!

By default, the CV is private and only accessible to network members. If you wish to make it public, you can click on "My CV" and select "Yes" in "Public CV setting". Note that this operation will reference your CV on search engines (Google, Yahoo...).
Access your messages, notifications and contacts from the side menu

From the side menu you can access:

- Your messages
- Your notifications
- Your contacts

The messaging system will allow you to exchange with the entire EPFL Alumni community!
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- Your messages
- Your notifications
- Your contacts

The notifications for your account will be detailed here. You will also receive an email on your notification email (to be set up on the "Email Management" tab of the "My Account" tab).

In addition, you can change the frequency and type of notifications you want in your account settings (see "Adjusting your notification settings").
From the side menu, you can access:

- Your messages
- Your notifications
- Your contacts

All your contacts on EPFL Alumni will be listed here. You can search for and invite new ones on this page or directly from the Directory page which is located in the "Community" tab of the main top menu. (see point: "Search and add your contacts in the directory")
Join and participate in a group (chapters and clubs)

In case you want to join groups to receive invitations from their mailings, to be informed of their activities and publications, click on "My groups" in the side menu or on the "Chapters and clubs" page from the "Community" tab of the main horizontal menu.

Select the group you wish to join and click on "Join Group".

You can leave the group at any time by clicking on the green "You are a member" button and then on "Leave the group".
Navigate a group’s information

Once a member, you can find the following information in each group:

- **About**: description of the group, administrators and summary of activities.
- **Activities**: news feed where you can post messages, news, articles, etc. and create discussions with members. Events organized by the group will appear in this feed as soon as they are created.
- **Articles**: articles of interest to the community shared by the administrators.
- **Events**: events organized by the group
- **Media**: space to discover photos of the group for example shared during previous events.
- **Members**: view and search for group members.

You can also set the content you want to appear on a group’s activity wall. To do so, you must click on the "Customize" button and check the desired options.
Search for and follow an event

You can find all events from the "My Events" tab on the left side menu or on the "Events" tab on the top main menu.

To refine your search, click on the filter button or search directly for events within a certain radius around you (to do so, you will have to accept the automatic location).

To get more information about an event, click on "Participate". You can then add the event to your calendar, see the details and map, leave a comment and follow the event by clicking on "follow event - yes".

To register for an event, click on the "Participate" button again on the event details page.
Register for an event

Your spot will be automatically added to the shopping cart below on the same page. The amount of the event is automatically adjusted according to the event and your Alumni membership status. Choose the number of seats you want and click on "Continue".

Verify the participant's information and then click on "Validate" to finalize your reservation. You have the possibility to specify food intolerances according to the event.

Your registration is then confirmed and you can download your receipt or cancel your reservation.
Search companies in the directory

The companies Directory allows you to view all the companies that are related to your community. They are present either because:

- Your contacts have listed them in their professional experience,
- Or because recruiters have registered on your network.

The companies directory is classic or advanced, and allows you to filter the companies by several criteria.

You can also choose companies with:

- A current graduate or a former graduate employee,
- A recruiter within your network,
- Posted at least one job offer.
Navigate into the Job board

The EPFL Alumni Service is pleased to announce the launch of its job board! Whether to access exclusive offers or to recruit EPFL Alumni, this new service will maximize the strength of our network!

To access it, activate your account and log in to the platform.
1. Are you looking for a job?
   - Update your profile
   - Get familiar with your dashboard
   - Discover job offers
   - Apply for a job offer

2. Are you recruiting?
   - Update your profile and company page
   - Post a job offer
   - Manage job offers
   - Manage applications
Looking for a job – Update your profile

In the upper left corner of the user menu, click on "Go to my profile" or "Update my profile". You can also find here your private messages, your notifications and your contact requests.

When you log in for the first time, you will also find the "Complete your profile" button with direct access to the parameters to be completed.

CHOICE OF LANGUAGE
Information on this page was imported directly from your old profile from the previous platform. However, please check if the information is up to date. If your diploma(s) are not correct, do not hesitate to contact us at alumni@epfl.ch.

To get more chance to find a job according to your profile, make sure that the parameters in red below are well documented:

- The profile picture
- The banner photo
- The job title
- The contact information
- Badges
- Your skills
- Professional experience
- Education and training
- Languages
- Awards
- Professional situation
- Websites
- Interests
- Your electronic CV

You can edit all the information in your profile by clicking on the little pencil or "+" next to each piece of information.

Be sure to upload a profile picture and a cover picture that you like.
Looking for a job - Get familiar with your dashboard

In your Candidate area (accessible by left side menu), click on the “Dashboard” tab.

Defining your professional wishes in this section can improve your chances of finding a suitable job!

Access to the companies directory

Sectors and functions with the most job offers
Looking for a job - Discover job offers

In your Candidate area (accessible by left side menu), click on the “Jobs offers” tab to have an overview on job offers available.

Select the job you would like to view and click on it.

Create job alerts

Access to post a job offer (for EPFL Alumni contributors only)

Use filters to sort jobs
Looking for a job - Apply to a job offer

On this page, you will find all the offer description, additional information and the contact person. You’ll be able to “Apply”, add the job offer to your “Favorite offers” and “share” it by email or on social media.

Quick addition to your favorite job offers

Please note that as soon as you click on “Apply” you will be mentioned as a potential candidate on this EPFL Alumni jobboard even if you don’t go through the full process.

Depending on the application parameters chosen by the recruiter, this "Apply" button may redirect you to the recruiter's own external recruitment platform. This action will still mention you as a candidate on this EPFL Alumni jobboard but not on the external platform of the recruiter.
Once you have clicked on “Apply” and the application is made on this platform, you will be redirected to a page where you will have to write a note to the recruiter and attach the documents for your application (at least your CV).

A more personalized message is highly recommended.

CV mandatory.

You can find a summary of your applications in the tab "Applications sent" from the left side menu.

Add any other document required/recommended for the application (ex: cover letter).
Recruit an alumnus or an alumna – Update your profile and your company page

If you are recruiting within your team, you can post jobs and manage applications from your alumni account. This service is reserved to contributing members and only if you recruit within your team. You will need to manage properly all applications received, according to the general terms of use.

If your company is recruiting more broadly, please ask your HR team to create a Company account and select the appropriate subscription.

In the upper left corner of the user menu, click on "Go to my profile" or "Update my profile". You can also find in this side menu your private messages, your notifications and your contact requests.

In order to recruit an alumnus or alumna for your team, it is important that you update your current professional experience.

1. Click on add an experience
2. In the new window, fill in the first field with the name of your company and click on the correct company in the drop-down list
3. If it does not exist yet, click on “Add the company “XXX” to the website”
Recruit an alumnus or an alumna - Post a job offer

To be able to post a job offer, make sure your EPFL Alumni contribution status is still active. If not please update your contribution on this page. This is the only way you can have access to the job board. Please do not create a recruiter account as alumni if you are recruiting in your team and will manage the application process. If you wish your HR team to manage the process and post jobs beyond your team, then ask your HR to create a Recruiter account and purchase a subscription. Thank you.

Then:

1. Access to your "Recruiter area" tab in the left side menu and select the "offers submitted" page.
2. Then click on the red button "Post an offer".
4. Fill in all the required job offer information on the next window.

5. Fill in the “Name of contact person” and the “Email collecting applications” for this offer.

6. If you want the applications to be done on your website, please indicate it in the “Online application link” field. Applicants will be redirected to your recruiting platform.

7. Select on the red button an action:
   “Post this offer” or “Save as draft” and then click on “OK”

All job offers are subject to validation by our career manager. After validation, you’ll receive an automatic validation by email and your job offer will be made visible for the community.
Recruit an alumnus or an alumna - Manage job offers

In your Recruiter area (accessible by left side menu), click on the “Jobs submitted” tab to have an overview and manage your job offers.

Any job offer is valid for 45 days

After this period, you will receive an email asking you if:
1. you have fulfilled the position
2. you wish to renew the offer for additional 45 days

Click on this icon to:
1. Edit the offer
2. Show the job posting
3. Save as draft
4. Duplicate
5. Post / unpublish
6. Tag as “Filled”
7. Delete

In order to keep the job board database up to date for our members, please announce as soon as the position is filled by clicking on "Filled", even if you follow up the applications on your internal platform. Thank you for your collaboration.
- **Recruit an alumnus or an alumna - Manage applications**

In your **Recruiter area** (accessible by left side menu), click on the “Application tracking” tab to have an overview and manage the applications received for each position.

**On this page you can:**

1. Overview all applications received
2. Manage applications with tags
3. Send a message to applicants