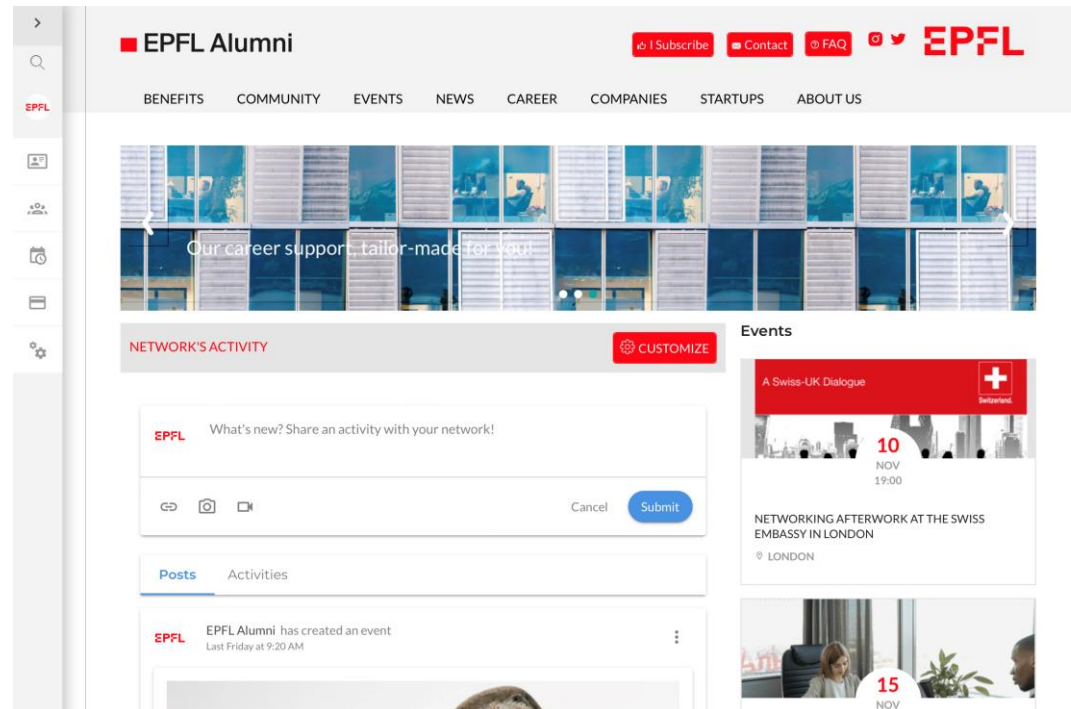


Your new EPFL Alumni platform – User Guide

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.



SIDE MENU

User pages



TOP MENU

General pages



< Search

EPFL EPFL
Go to my profile

✉ 🔔 👤

Your profile is completed at 47%

Complete your profile

Update my profile

My groups

My events

My contributions and orders

My account



EN ▲

EPFL Alumni

Subscribe

Contact

FAQ



BENEFITS

COMMUNITY

EVENTS

NEWS

CAREER

COMPANIES

STARTUPS

ABOUT US



NETWORK'S ACTIVITY

CUSTOMIZE



What's new? Share an activity with your network!



Cancel

Submit

Posts

Activities



EPFL Alumni has created an event
Last Friday at 9:20 AM

Events

A Swiss-UK Dialogue



10
NOV
19:00

NETWORKING AFTERWORK AT THE SWISS
EMBASSY IN LONDON

LONDON

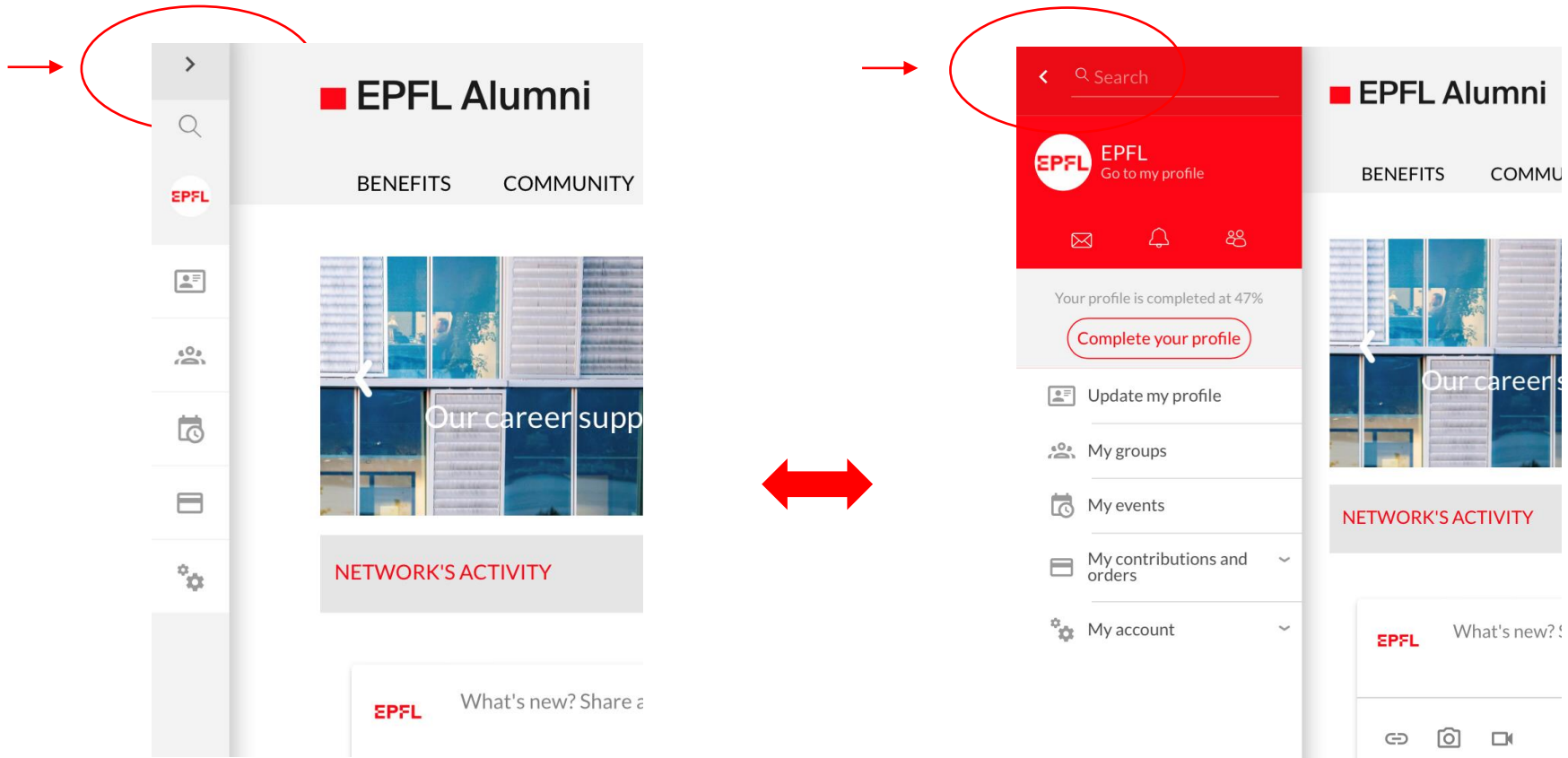
15
NOV

Content

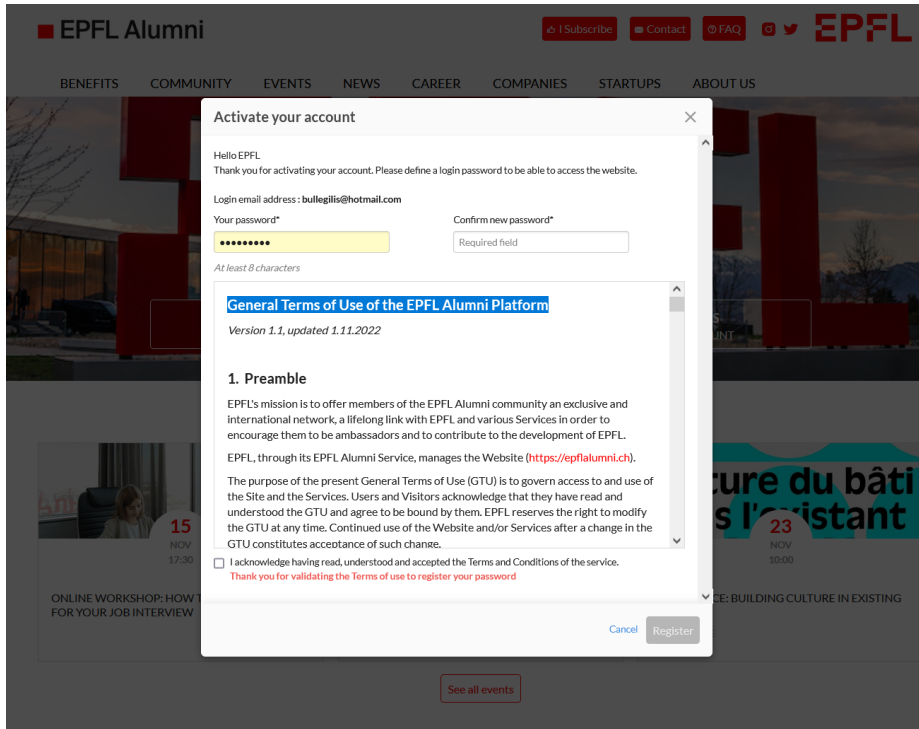
- **Open/close the user side menu**
- **Activate your account**
- **Access FAQs**
- **Update your profile**
- **Change your account settings**
- **Check and complete your personal information**
- **Access the EPFL Alumni services**
- **Add or renew a contribution**
- **Change your privacy settings**
- **Change your notification settings**
- **Change your communication preferences**
- **Search for and add contacts from the directory**

- **Update your CV**
- **Access your messages, notifications and contacts from the side menu**
- **Join and participate in a group (chapters and clubs)**
- **Navigate a group's informations**
- **Search for and follow an event**
- **Register for an event**
- **Search companies in the directory**

■ Open/Close the user side menu



■ **Activate your account**



The email you use to click on the activation link will become your login email on the platform (= identification email)

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".

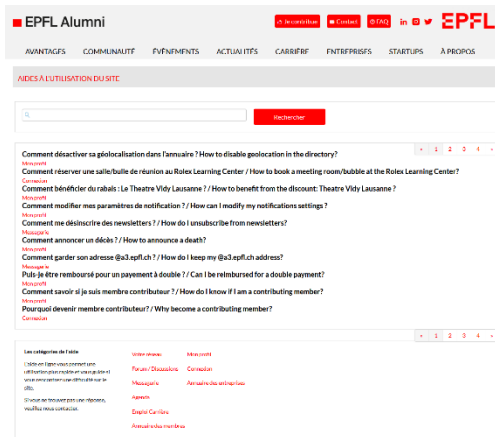
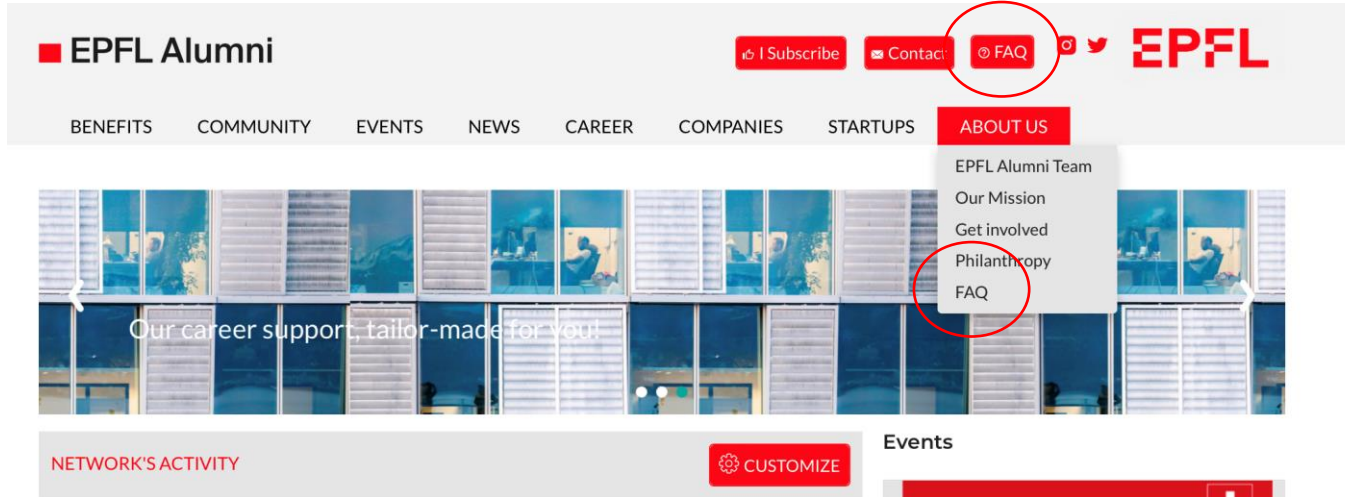
You then just have to proceed to a few steps to complete your profile:

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

Access FAQs

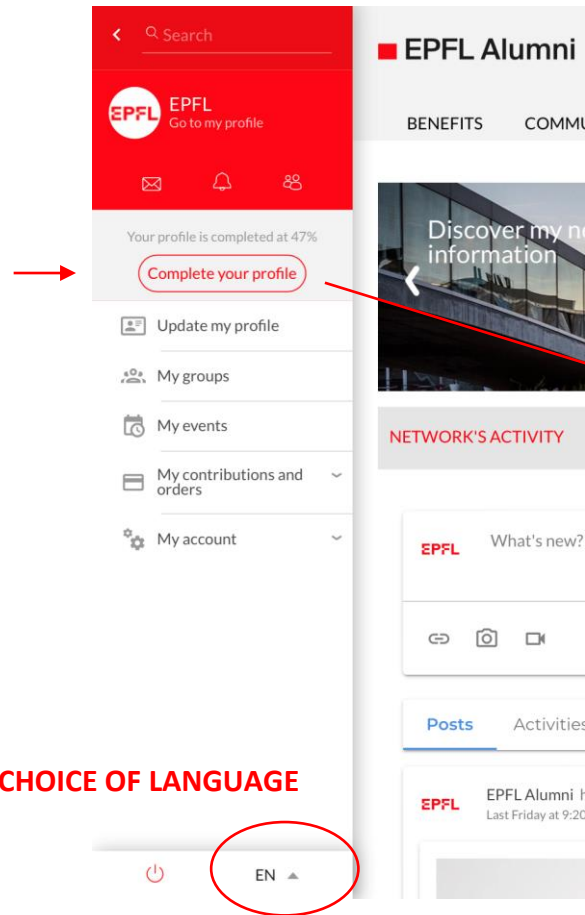


The online help on the **FAQ page <https://epflalumni.ch/help>** allows you to use the site faster and guides you if you encounter a difficulty on the site.

If you can't find an answer, please contact us.

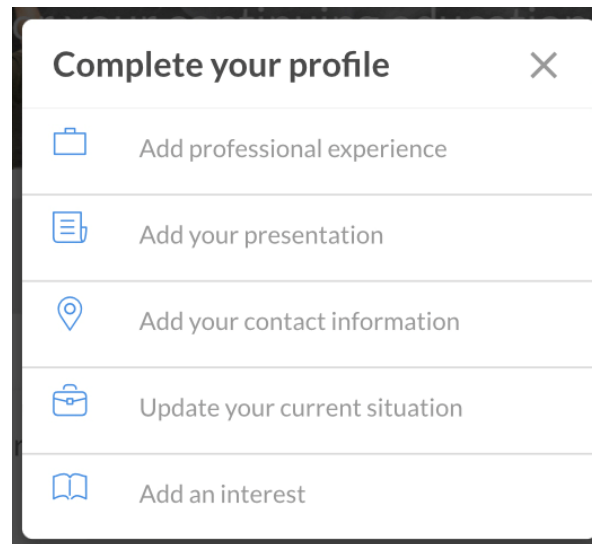
The search button will allow you to search by keyword or by category.

■ Update your profile

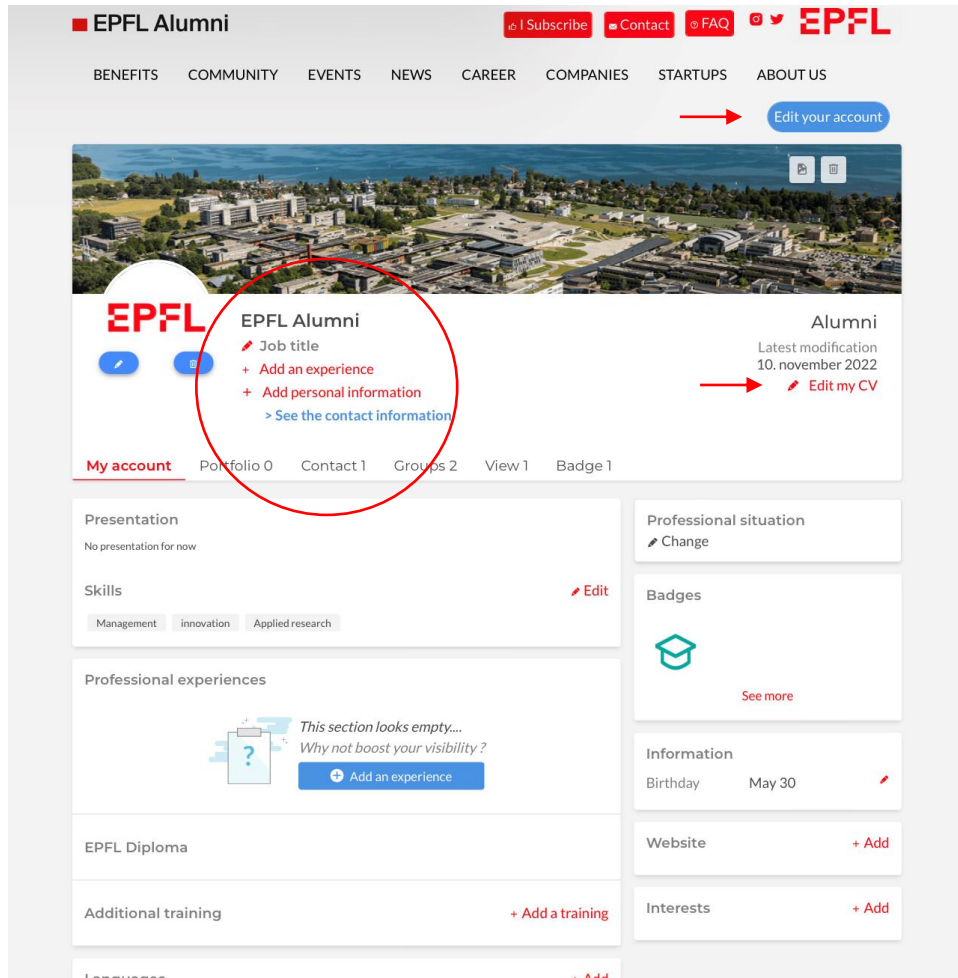


In the upper left corner of the user menu, click on **"Go to my profile"** or **"Update my profile"**. You can also find in this side menu your private messages, your notifications and your contact requests.

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.



CHOICE OF LANGUAGE



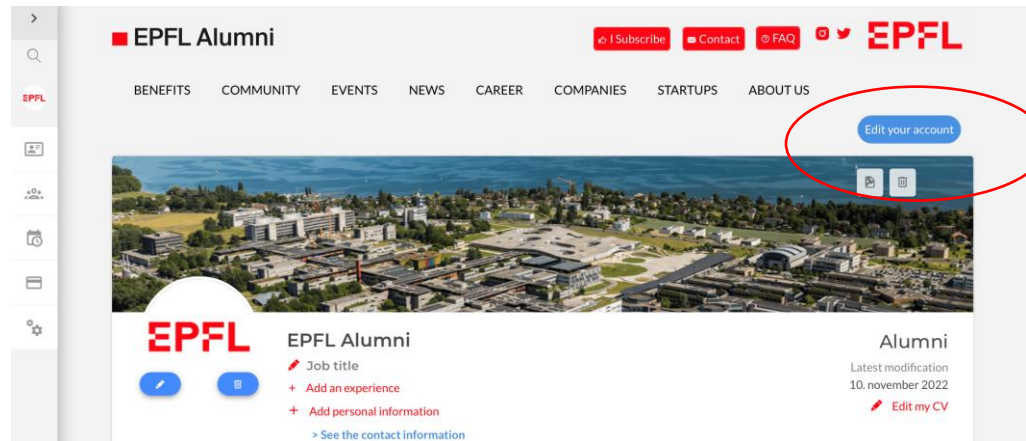
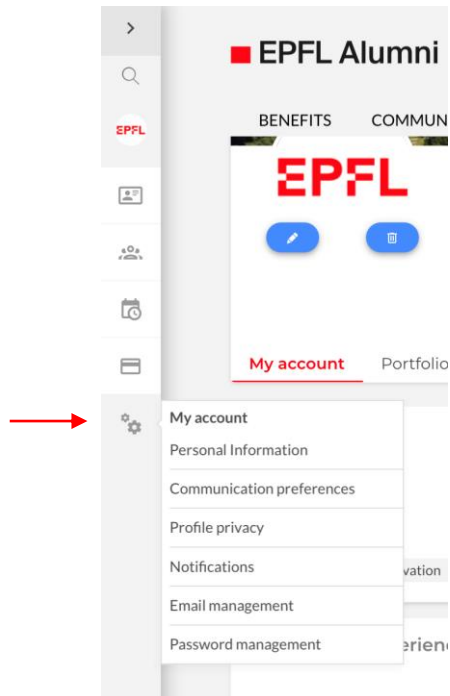
Normally, some information on this page was imported directly from your old profile from the previous platform. However, **please check if the information is up to date. If your diploma(s) are not correct, do not hesitate to contact us at alumni@epfl.ch.**

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.

■ 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.

The screenshot shows the EPFL Alumni website interface. At the top, there is a navigation bar with the EPFL logo, a search icon, and buttons for 'Subscribe', 'Contact', and 'FAQ'. Below this is a secondary navigation bar with links for 'BENEFITS', 'COMMUNITY', 'EVENTS', 'NEWS', 'CAREER', 'COMPANIES', 'STARTUPS', and 'ABOUT US'. The main content area is titled 'EPFL Alumni' and features a 'Back to profile' link. A left sidebar contains a 'My account' menu with options: 'Personal Information', 'Communication preferences', 'Profile privacy', 'Notifications', 'Email management', and 'Password management'. A red arrow points to the 'Personal Information' option in this menu. The 'Personal Information' form is displayed, containing fields for: 'First name' (EPFL), 'Birth Name' (Alumni), 'Family Name' (Alumni), 'Gender' (Mrs.), 'Email address*' (Required field), 'Secondary email address', 'Birthdate (dd/mm/yyyy)' (mm.dd.yyyy), 'Honorary title and distinctions', 'Main contact details' (Country, Landline, Mobile phone), and 'Secondary contact details'.

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.alumnforce.org/page/luigi-services-3>

EPFL Alumni | [Subscribe](#) | [Contact](#) | [FAQ](#) | [EPFL](#)

BENEFITS | COMMUNITY | EVENTS | NEWS | CAREER | COMPANIES | STARTUPS | ABOUT US

BENEFITS

Strengthen our network.
Enhance the reputation of EPFL. This is what your annual contribution is all about!

Alumni contributions represent 60% of the EPFL Alumni budget. They allow us to set up and maintain the directory, organize more than 150 events per year and implement student mentoring programs.

Becoming a contributor also means investing in your network and your career. You will get access to many services such as support for your career, privileged access to scientific and networking events, a subscription to Dimensions, the EPFL magazine, sent to your home four times a year - and much more.

	Young * CHF 50.-	Standard CHF 100.-	Club CHF 350.-	Gold CHF 500.- (or +)
	JOIN NOW	JOIN NOW	JOIN NOW	JOIN NOW

COMMUNITY

	Young * CHF 50.-	Standard CHF 100.-	Club CHF 350.-	Gold CHF 500.- (or +)
> Alumni directory	✓	✓	✓	✓
> Lifelong email address	✓	✓	✓	✓
> Dimensions, the EPFL Magazine	✓	✓	✓	✓
> Events and workshops: at least 30% off	✓	✓	✓	✓

■ 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.

The screenshot displays the EPFL Alumni website interface. At the top, the navigation bar includes the EPFL logo and several utility buttons: "I Subscribe", "Contact", "FAQ", and social media icons. Below this is a main menu with categories like "BENEFITS", "COMMUNITY", "EVENTS", "NEWS", "CAREER", "COMPANIES", "STARTUPS", and "ABOUT US". The main content area is titled "Select a contribution" and contains a blue box with the text: "Please find below your current contributions (already subscribed):". Below this, there is a table of contributions:

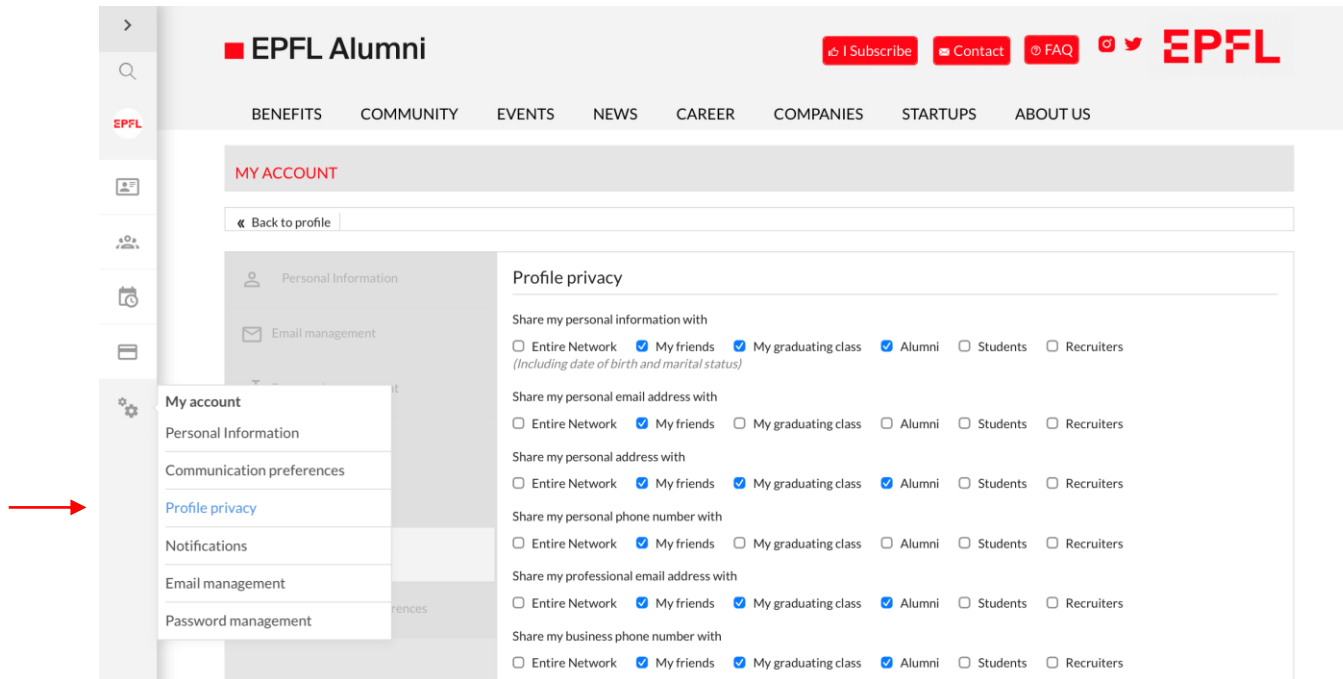
Contribution Name	Duration	Amount	Action
My contributions and orders	Duration: from 04.01.2022 to 03.31.2023	100,00 CHF	Select
Club	Duration: from 04.01.2022 to 03.31.2023	350,00 CHF	Select
Gold	Duration: from 04.01.2022 to 03.31.2023	500,00 CHF	Select

At the bottom right of the table, there are "Cancel" and "Select" buttons. A red arrow on the left points to the "My contributions and orders" menu item in the sidebar.

■ Change your privacy settings

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

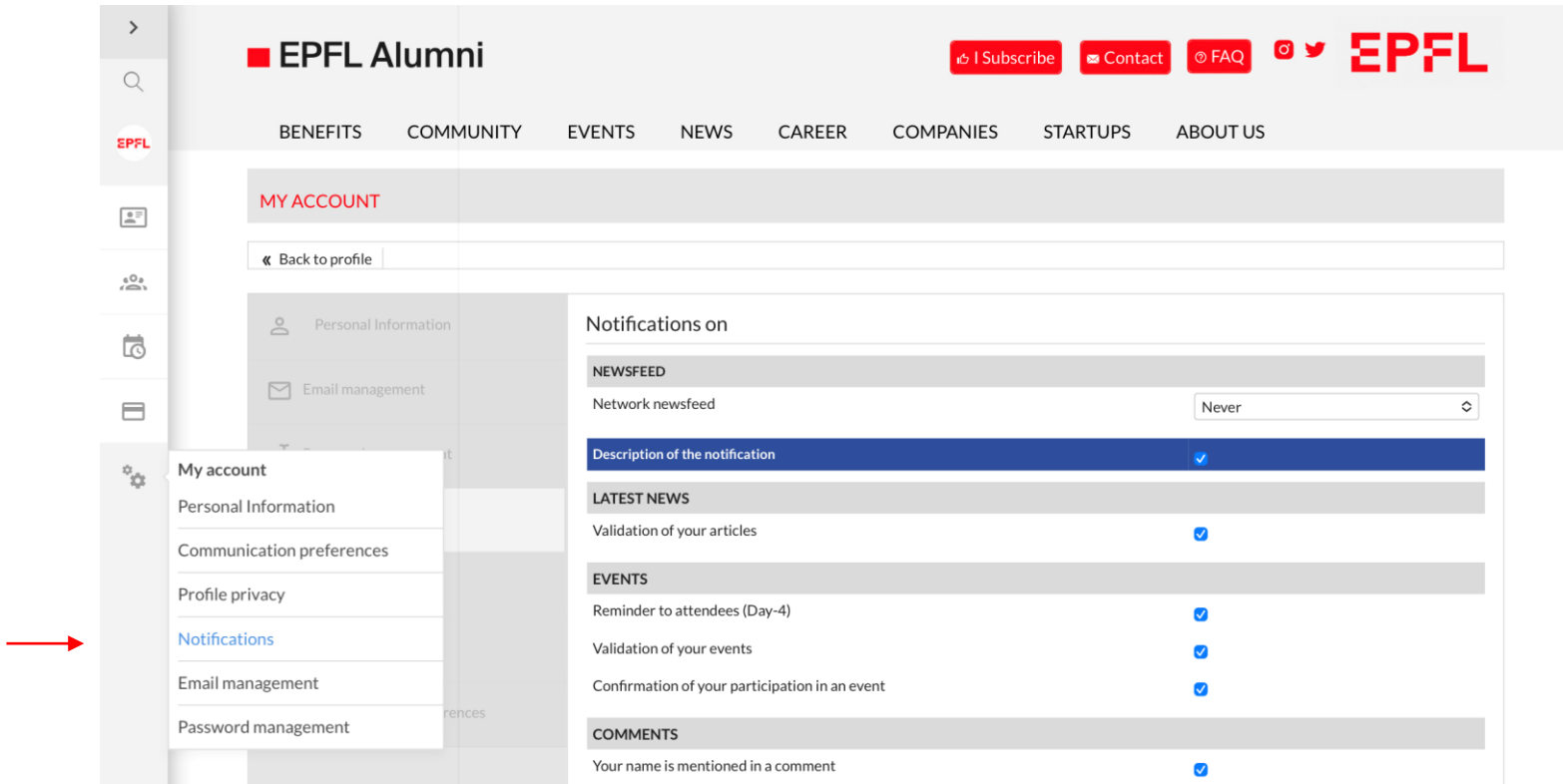
This feature allows you to choose to which type of user you want to share your information with (personal or professional contact information, email, resume, portfolio, professional wishes, etc.). This is a crucial step in activating your account.



■ Change your notifications settings

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

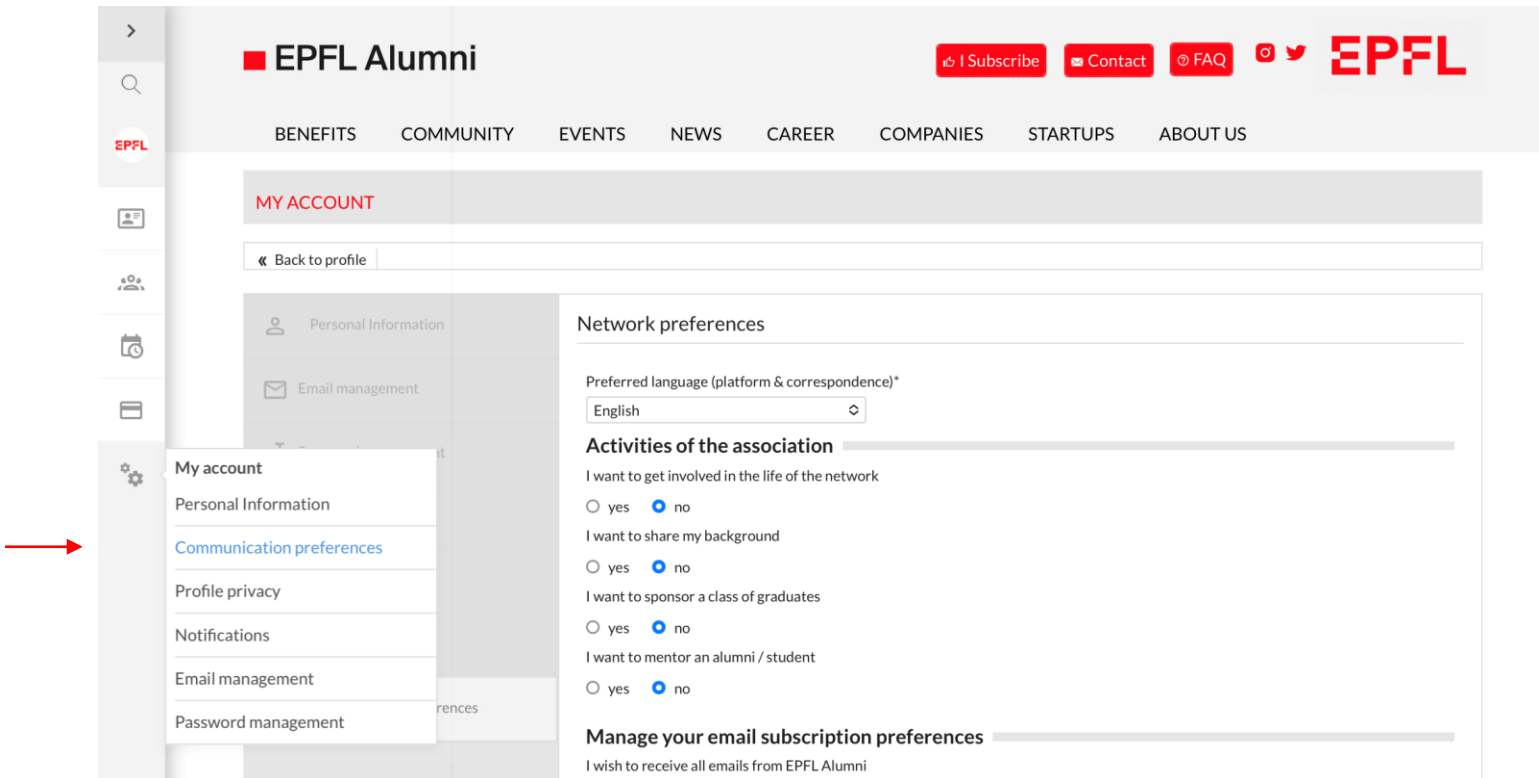
This feature allows you to choose if you want to be notified by the platform about your activities, those of your contacts or your groups (events, news, recruitment, messaging, comments etc.).



■ Change your communication preferences

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

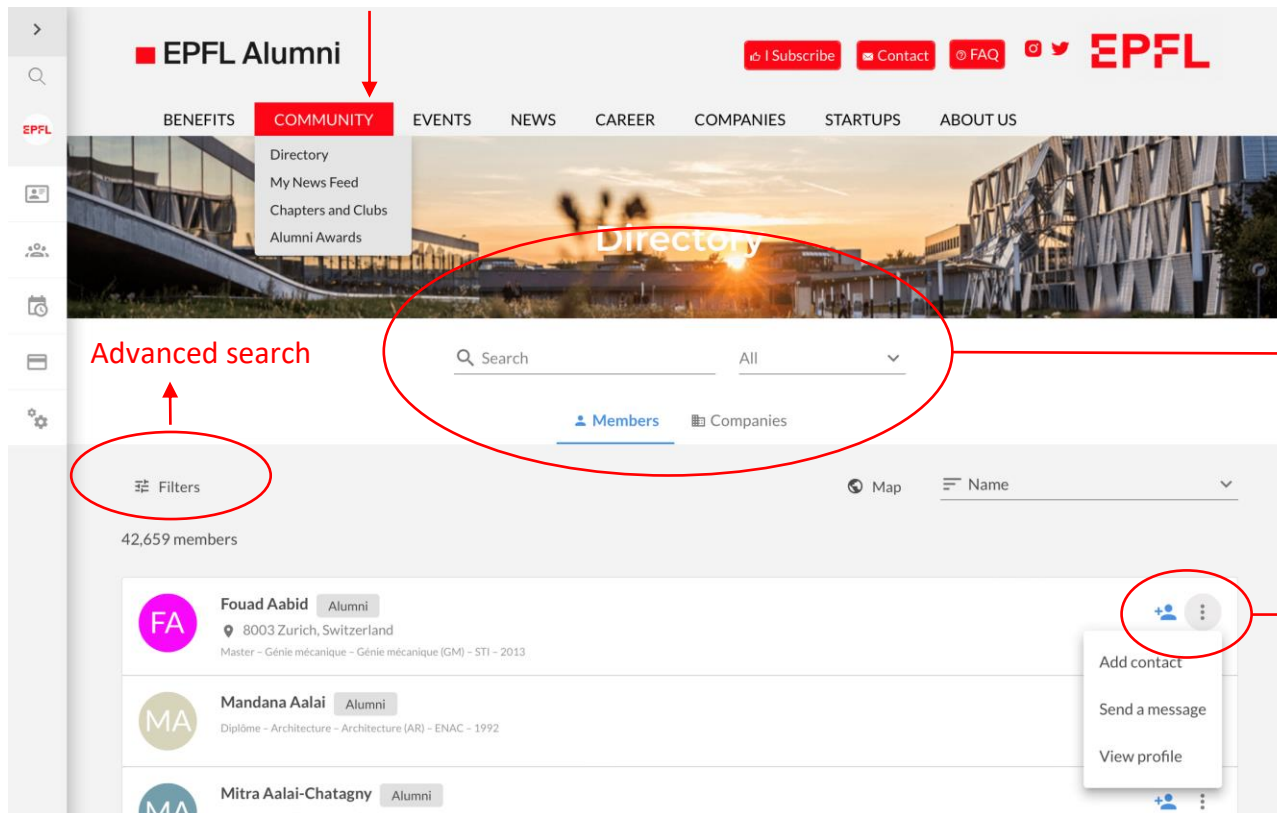
This feature allows you to choose how you would like to interact with your network (languages, involvement in the network, sharing your journey, being a mentor) as well as to communicate your preferences for receiving emails and newsletters from the EPFL Alumni network.

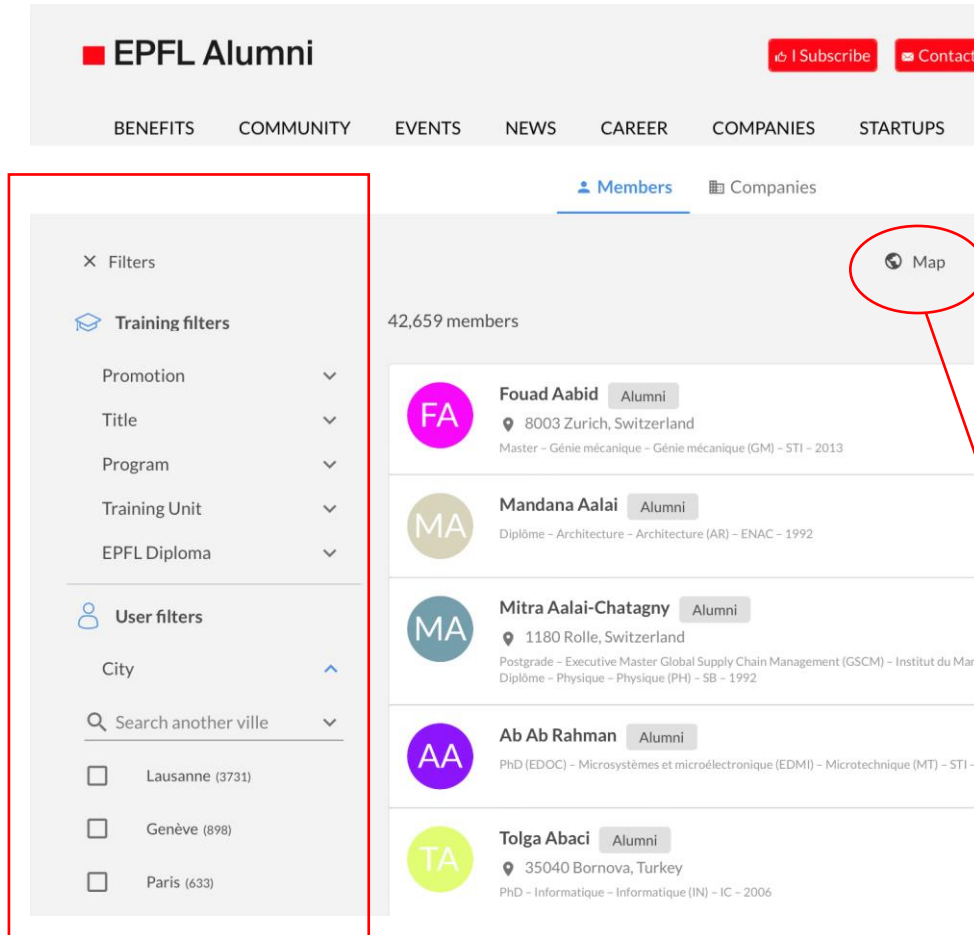


■ Search for and add contacts from the directory

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.





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

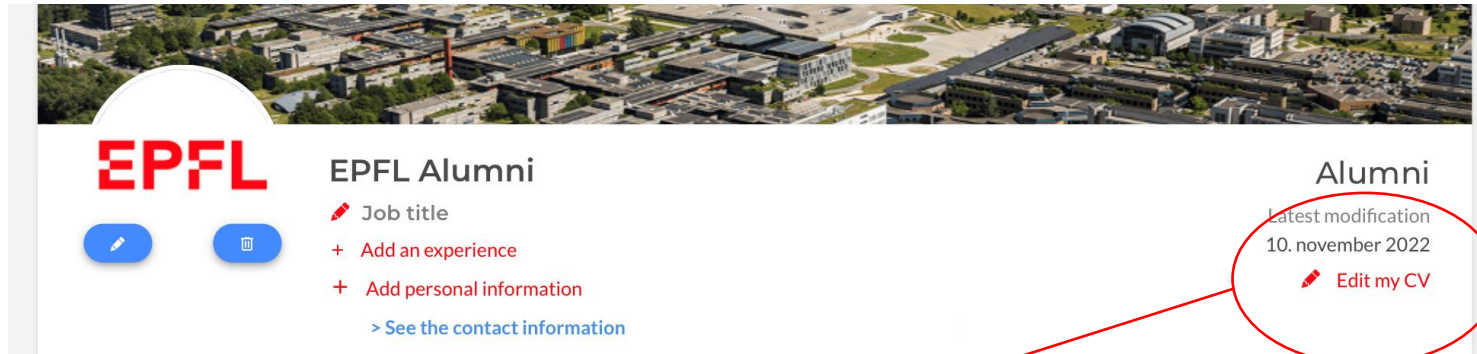
If you wish to perform a new search, simply click on the cross in the search bar if you have entered your search or by deleting one by one the filters you have checked in the filter column on the left

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



Dialog box titled "Edit your CV" with a close button (X) in the top right corner.

Network preferences

My online CV

- Automatic generation from your profile information (CV-surname-name.pdf)
- Upload my own CV version (keep my settings and design)
- No

Public CV setting

I wish to activate my public CV (it will be indexed by search engines on the Internet)

- yes
- no

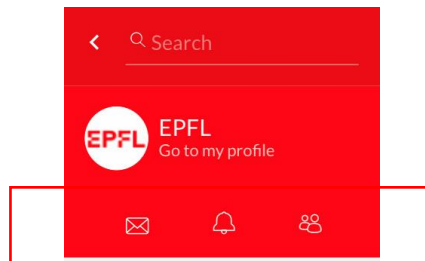
Buttons: Cancel, Save

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



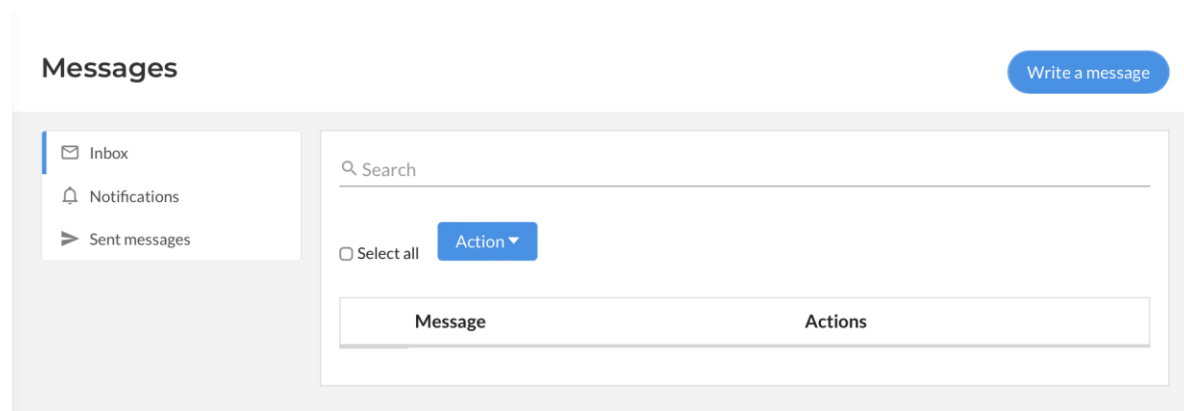
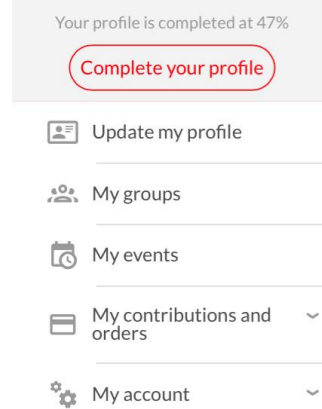
Your notifications



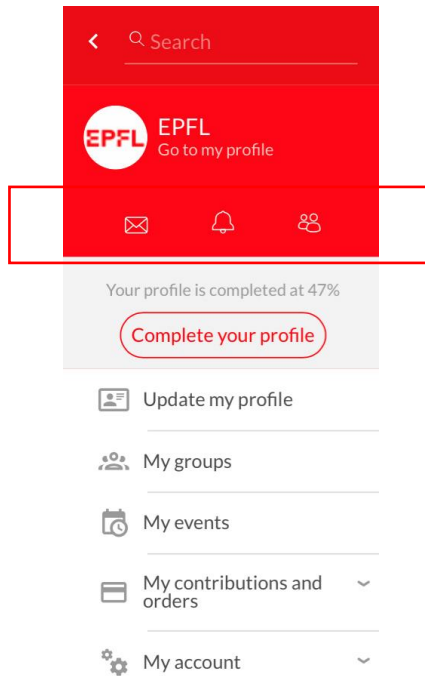
Your contacts



The messaging system will allow you to exchange with the entire EPFL Alumni community!



From the side menu, you can access :



Your messages



Your notifications

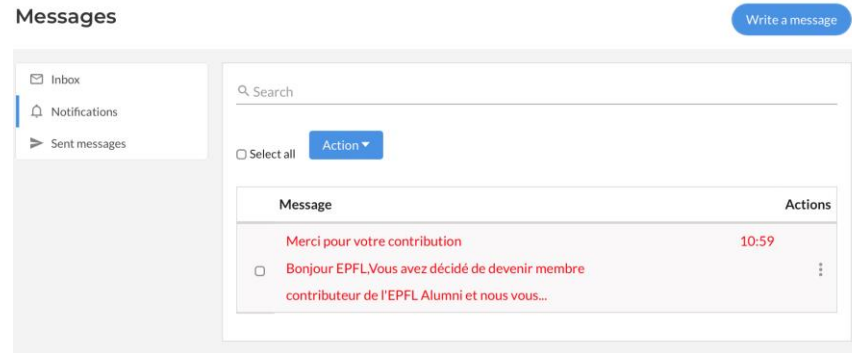


Your contacts






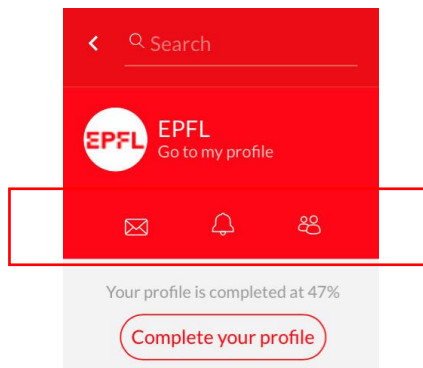
The notifications for your account will be detailed here. You will also receive an email on your notification email (to be set up on the "Email Management" tab of the "My Account" tab).

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

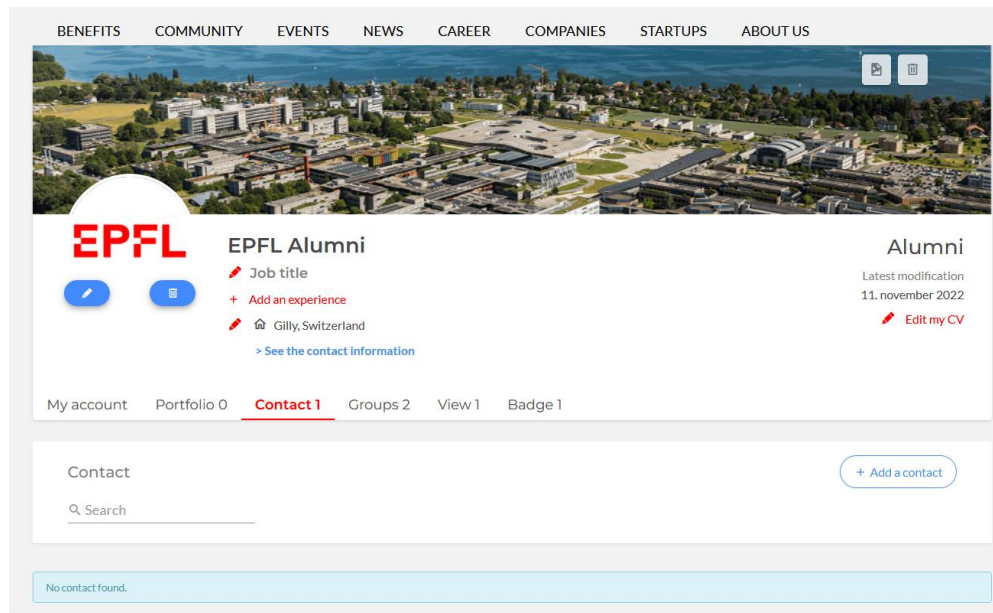


From the side menu, you can access:

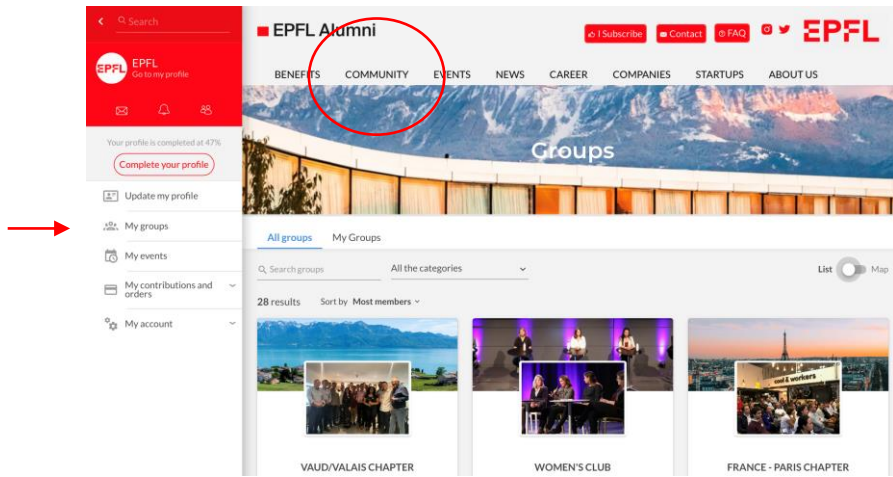
-  Your messages
-  Your notifications
-  Your contacts



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")

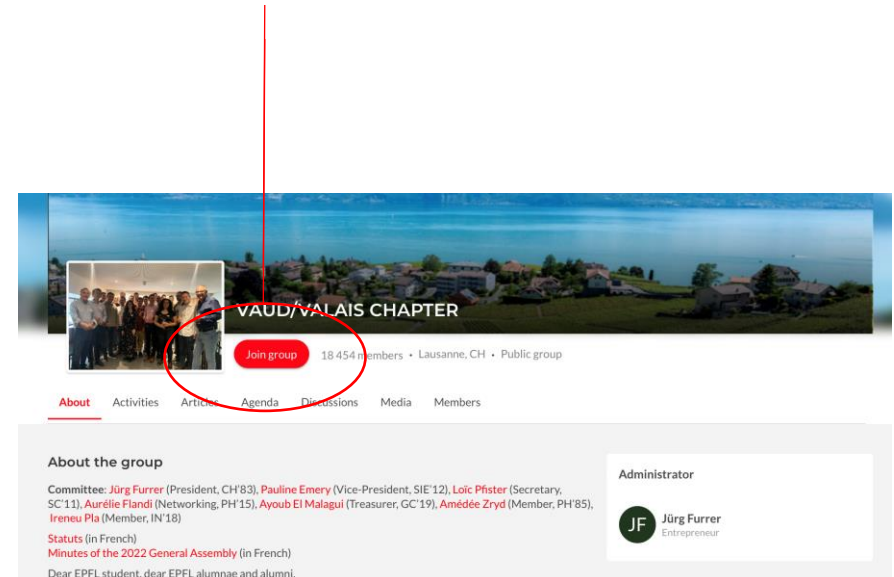
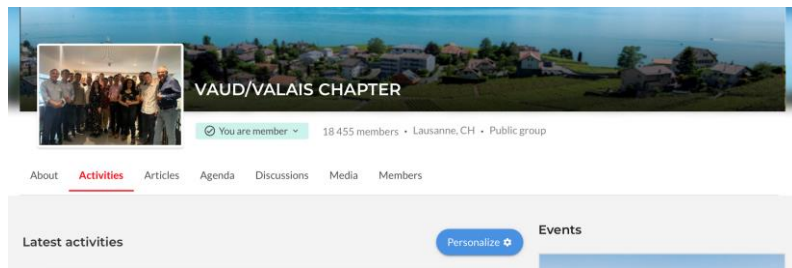


■ Join and participate in a group (chapters and clubs)



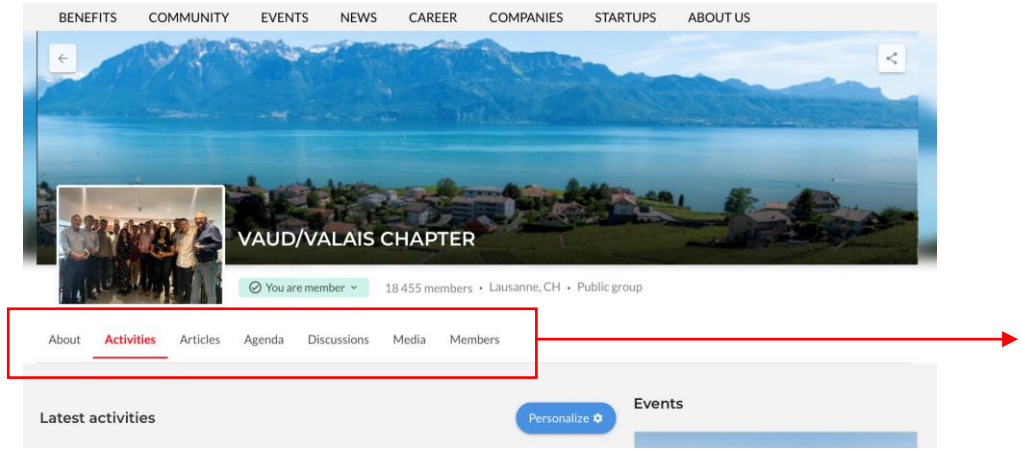
In case you want to join groups to receive invitations from their mailings, to be informed of their activities and publications, click on "My groups" in the side menu or on the "Chapters and clubs" page from the "Community" tab of the main horizontal menu.

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



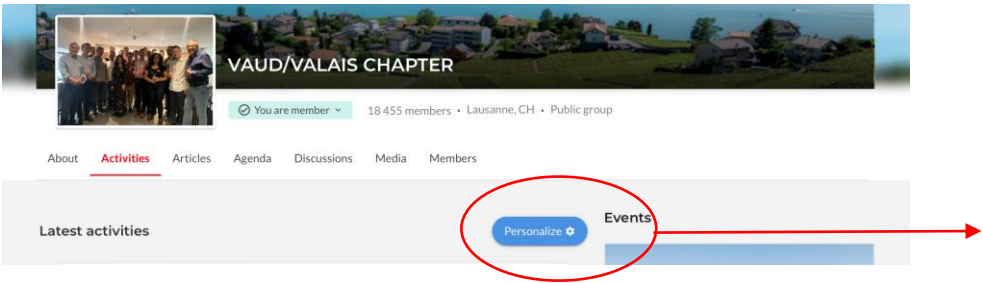
You can leave the group at any time by clicking on the green "You are a member" button and then on "Leave the group".

■ Navigate a group's information

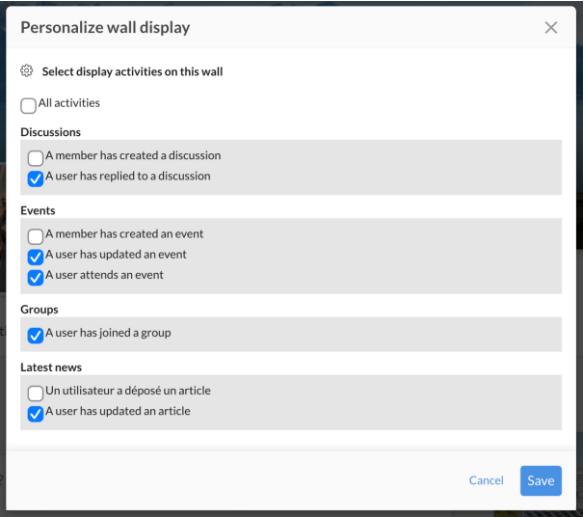


Once a member, you can find the following information in each group:

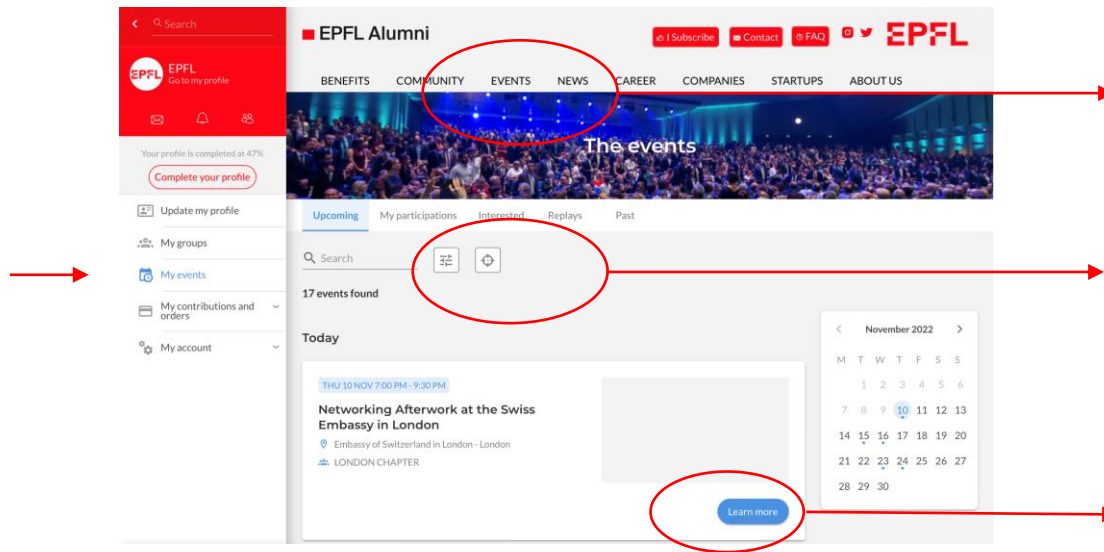
- **About:** description of the group, administrators and summary of activities.
- **Activities:** news feed where you can post messages, news, articles, etc. and create discussions with members. Events organized by the group will appear in this feed as soon as they are created.
- **Articles:** articles 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.



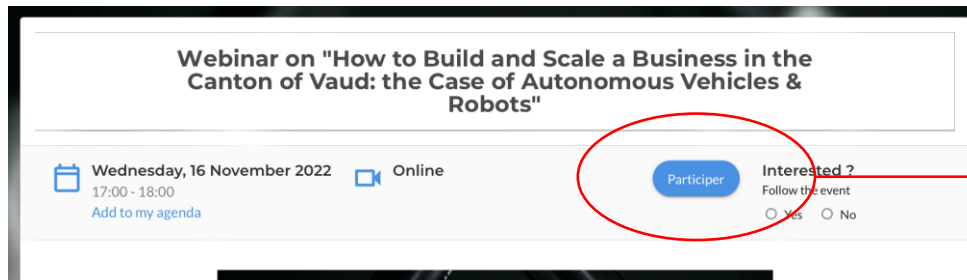
■ Search for and follow an event



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

1. Panier 2. Informations 3. Paiement

Place	Fin de vente	Restants	Prix	Quantité
Standard	-	98	Gratuit	1

Poursuivre

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".

1. Panier 2. Informations 3. Paiement

Attribution des places
 Les places étant nominatives, veuillez saisir le nom et le prénom des personnes qui vous accompagnent.
 Vous disposez de 15 minutes pour valider votre participation.

#34	Nom de la place	Information sur les participants		
1	Standard	<input checked="" type="checkbox"/> Ma place	<input type="text" value="EPFL"/>	<input type="text" value="Alumni"/>
			<input type="text" value="bullegilis@hotmail.com"/>	
Avez-vous des intolérances alimentaires? <input type="text"/>				

< Retour

Valider >

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.

Vous participez à cet événement.

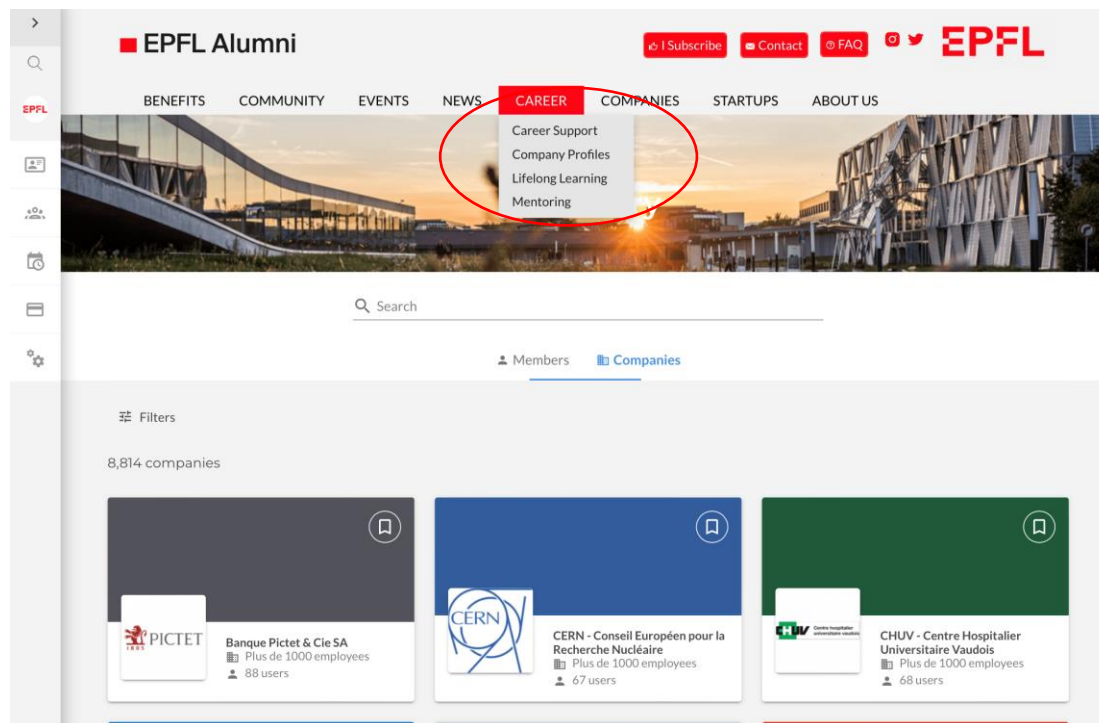
 EPFL Alumni Votre place 1 x Place "Standard" (0,00 CHF)	Participant 08/06/2022 12:17	Gratuit Télécharger votre reçu
	Annuler ma réservation	

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.