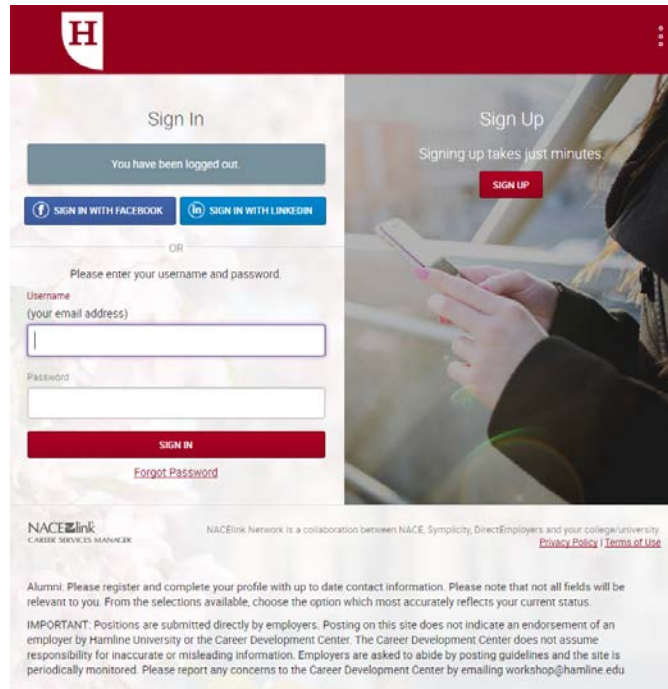


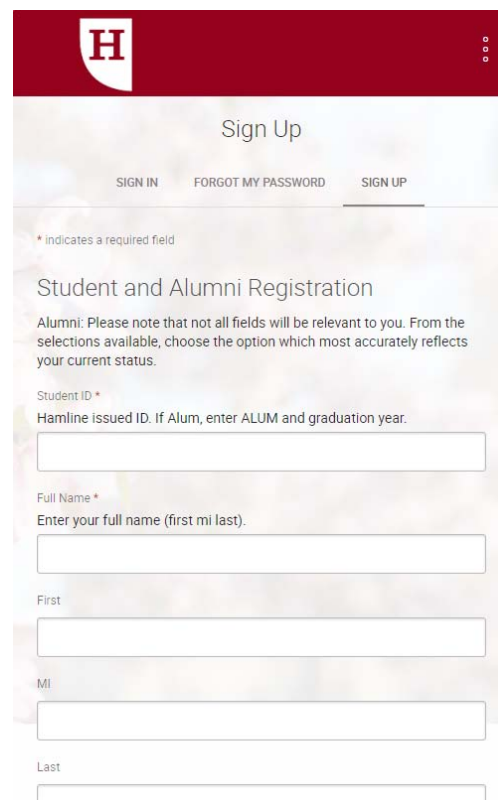
HAMLINE CAREER LINK - Registering for an Account as an Alum

1. Access Hamline Career Link through the CDC website at www.hamline.edu/cdc. Register for a new account if you have never used the site. Login if you have an account.



The screenshot shows the 'Sign In' page of the Hamline Career Link website. At the top left is the Hamline University logo. The page title is 'Sign In'. Below the title, it says 'You have been logged out.' There are two buttons for social login: 'SIGN IN WITH FACEBOOK' and 'SIGN IN WITH LINKEDIN'. Below these is an 'OR' separator and the instruction 'Please enter your username and password.' There are two input fields: 'Username (your email address)' and 'Password'. A red 'SIGN IN' button is at the bottom of the form, with a 'Forgot Password' link below it. At the bottom of the page, there is a 'NACElink' logo and a paragraph of text: 'NACElink Network is a collaboration between NACE, Symplify, DirectEmployers and your college/university. Privacy Policy | Terms of Use'. Below that, there is a paragraph for 'Alumni' and an 'IMPORTANT' notice about job postings.

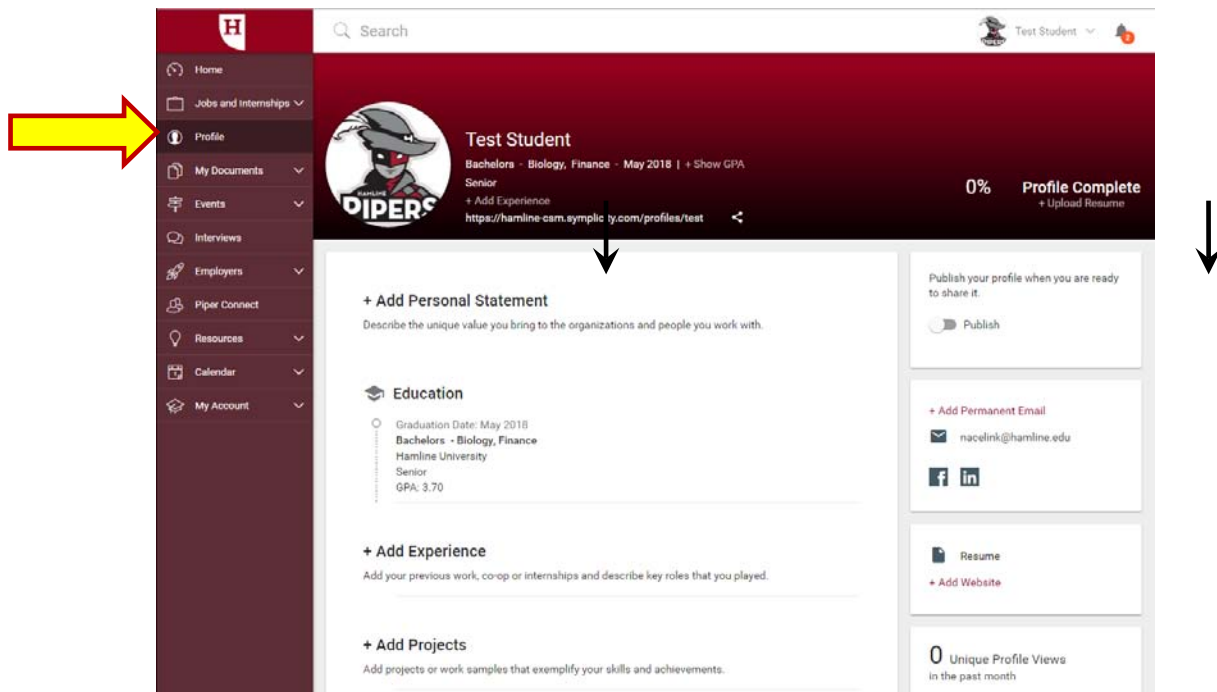
2. If you are a new user, complete all required fields on the registration form and click submit at the bottom of the page.
3. Once your registration has been submitted you will need to check your email and verify your email address. Once verified, you will gain immediate access to the system.
4. After you have concluded your session, check your email, as you will receive your username and a link to set your password.



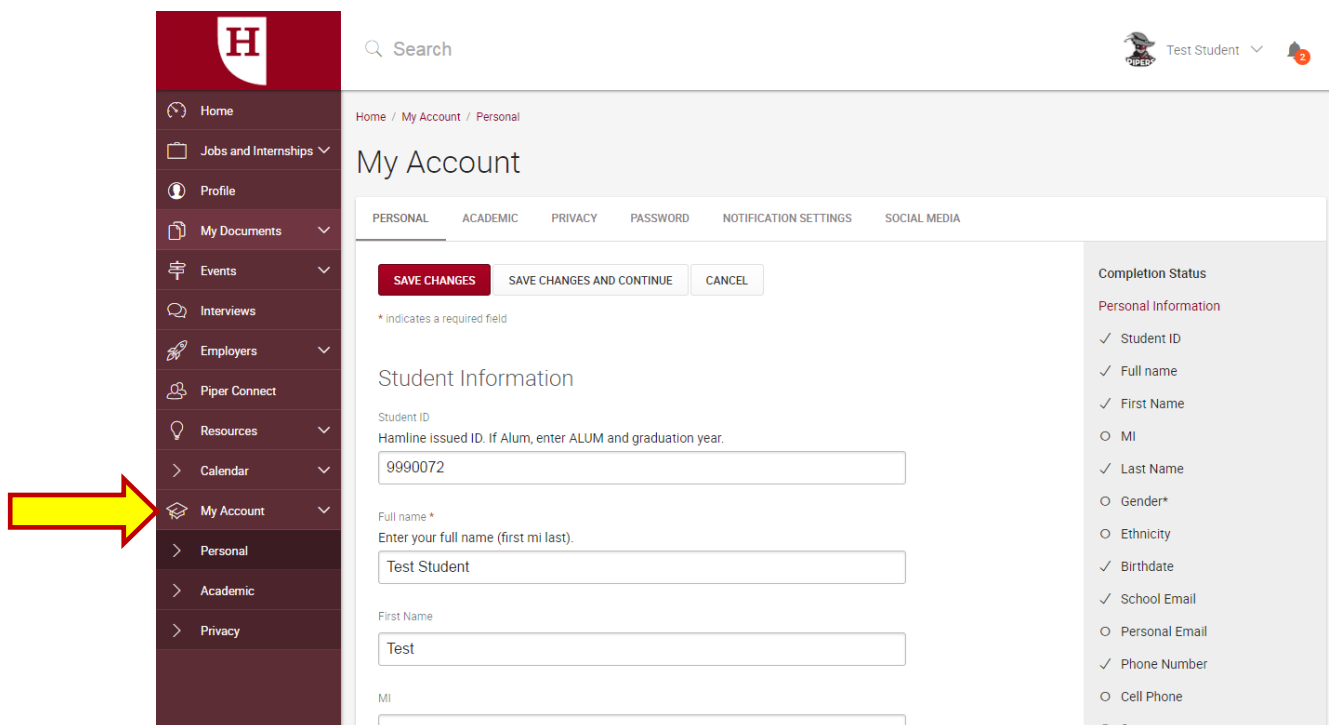
The screenshot shows the 'Sign Up' page of the Hamline Career Link website. At the top left is the Hamline University logo. The page title is 'Sign Up'. Below the title are three tabs: 'SIGN IN', 'FORGOT MY PASSWORD', and 'SIGN UP'. A note says '* indicates a required field'. The main heading is 'Student and Alumni Registration'. Below that is a paragraph for 'Alumni' and an instruction to choose the option which most accurately reflects your current status. There are four input fields: 'Student ID *', 'Hamline issued ID. If Alum, enter ALUM and graduation year.', 'Full Name *', 'Enter your full name (first mi last).', 'First', 'MI', and 'Last'. There is a 'Last' label at the bottom of the page.

Reviewing and Updating Your Profile

*You will need to complete your profile before being able to utilize features of the system. The more information you provide, the more you'll get out of the system. Click on the Profile tab to edit your personal and academic profile.



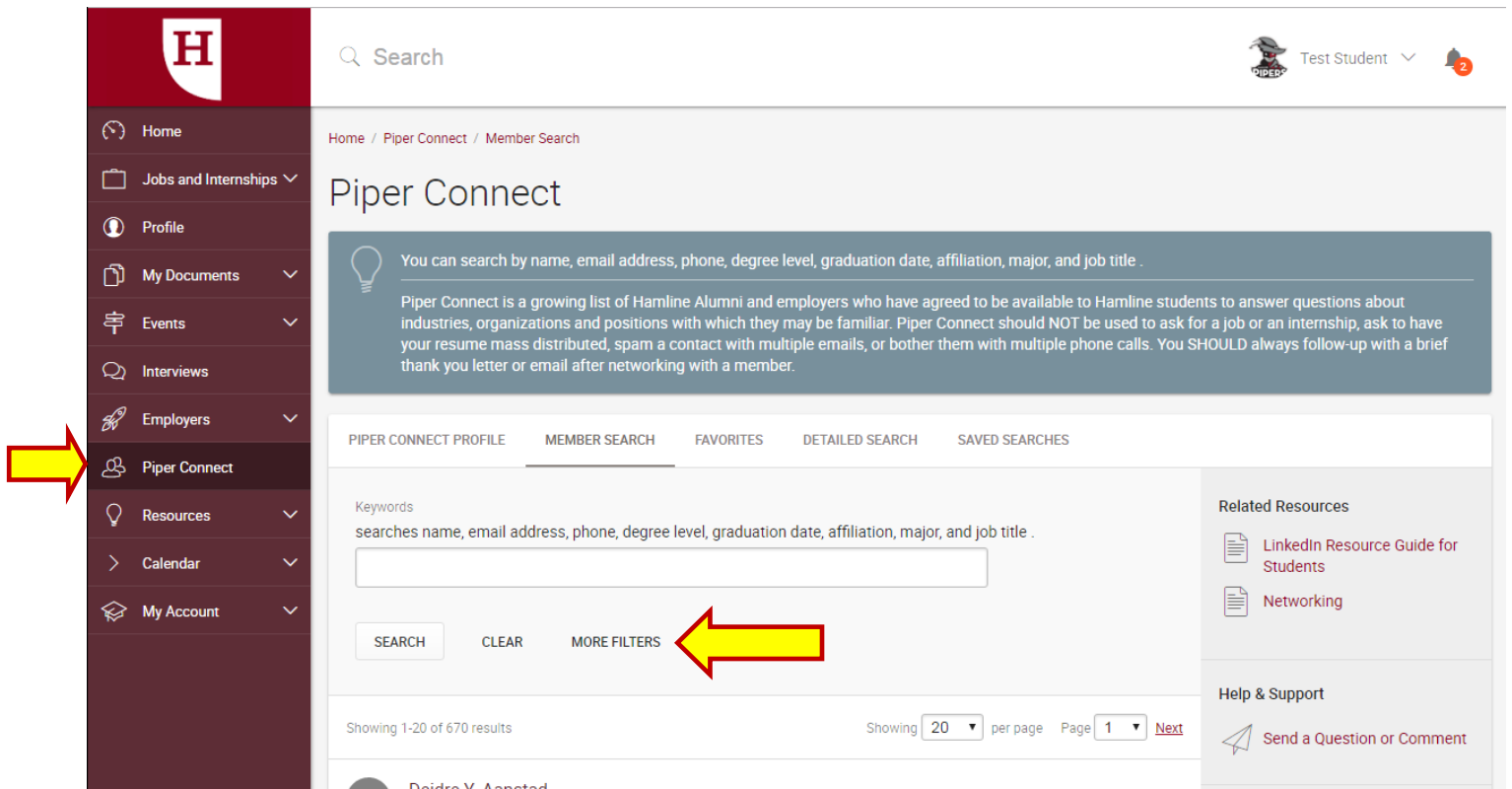
1. You may also review your information listed under the My Account tab in both Personal and Academic options. Update as necessary. Click on the Save Changes button at the top or bottom of the page when you're done.
2. Additionally, Review & Set Privacy Settings, change your Password, review Notification Settings and Social Media options.



Utilizing Piper Connect

Click on the “Piper Connect” tab at the lower left hand side of the page, doing so will bring up the screen below. You can search members by name, employer, major or location. To narrow your search, click on the “More Filters” button.

A few notes about using the database:



The screenshot displays the Piper Connect Member Search interface. On the left, a dark red sidebar contains navigation links: Home, Jobs and Internships, Profile, My Documents, Events, Interviews, Employers, Piper Connect (highlighted with a yellow arrow), Resources, Calendar, and My Account. The main content area features a search bar with a magnifying glass icon and the text 'Search'. Below the search bar, a breadcrumb trail reads 'Home / Piper Connect / Member Search'. The title 'Piper Connect' is prominently displayed. A light blue box contains a lightbulb icon and text: 'You can search by name, email address, phone, degree level, graduation date, affiliation, major, and job title . Piper Connect is a growing list of Hamline Alumni and employers who have agreed to be available to Hamline students to answer questions about industries, organizations and positions with which they may be familiar. Piper Connect should NOT be used to ask for a job or an internship, ask to have your resume mass distributed, spam a contact with multiple emails, or bother them with multiple phone calls. You SHOULD always follow-up with a brief thank you letter or email after networking with a member.' Below this, a navigation bar includes 'PIPER CONNECT PROFILE', 'MEMBER SEARCH' (active), 'FAVORITES', 'DETAILED SEARCH', and 'SAVED SEARCHES'. A search input field is labeled 'Keywords' and contains the text 'searches name, email address, phone, degree level, graduation date, affiliation, major, and job title .'. Below the input field are buttons for 'SEARCH', 'CLEAR', and 'MORE FILTERS' (highlighted with a yellow arrow). The search results section shows 'Showing 1-20 of 670 results' and 'Showing 20 per page Page 1 Next'. A partial member profile for 'Deirdre V. Anstadt' is visible at the bottom. On the right side, there are sections for 'Related Resources' (LinkedIn Resource Guide for Students, Networking) and 'Help & Support' (Send a Question or Comment).

1. You will be able to see additional information about a contact (if they are a Hamline alum, grad year, additional degrees, etc.) by clicking on their name.
2. All members of the Network have agreed (by registering) to be contacted by students and alums of Hamline. Click on the “Interested” button if you would like to connect with the member.
3. You may add members to your favorites by clicking on the star in front of their name.

Activating Your Piper Connect Profile

By activating your Piper Connect Profile you will allow students and other alums to view your professional profile. Occasionally, students may contact you to obtain information about your organization, industry, etc. Click on the “Piper Connect Profile” tab and choose “yes” to activate. Please complete all required fields and add any additional information about yourself, your job or your organization that you think would be helpful for students to know. *(Please note that this screen shot shows only first half of the form fields.)*

The screenshot shows the Piper Connect web interface. On the left is a dark red navigation sidebar with icons and labels for Home, Jobs and Internships, Profile, My Documents, Events, Interviews, Employers, Piper Connect (highlighted), Resources, Calendar, and My Account. The top header includes the Hamline University 'H' logo, a search bar, and a user profile for 'Test Student' with a notification bell showing 2 alerts. The main content area is titled 'Piper Connect' and contains a breadcrumb trail: Home / Piper Connect / Piper Connect Profile. Below the title are navigation tabs: PIPER CONNECT PROFILE (selected), MEMBER SEARCH, FAVORITES, DETAILED SEARCH, and SAVED SEARCHES. The form itself has a 'SAVE CHANGES' button in red and a 'CANCEL' button in white. A note states '* indicates a required field'. The form title is 'Piper Connect Membership Registration' with a welcome message: 'Welcome! Register below to join Piper Connect, the Career Development Center's professional networking database.' The form includes: 1. 'Active *' section with 'Make my Piper Connect profile active' and radio buttons for 'yes' (selected) and 'no'. 2. 'Maximum number of students that can express interest *' with an empty text input field. 3. 'Contact *' section with 'I prefer to be contacted by:' and a dropdown menu showing 'Email', 'Phone', and 'Mail'. 4. 'Twitter Account Username' with an empty text input field. On the right side of the form, there is a grey sidebar with 'Interested Students' (No records found.) and a blue box with the text: 'To view Excel files, you may need [Excel Viewer 2003](#)'.

1. **Active:** Refers to whether your profile will be viewable to students or not.
2. Number of students who can express interest each year. Once this number has been reached, your name will not be available for students or other alumni to view.

If you have additional questions regarding your account or registering for an account, contact the Career Development Center at workshop@hamline.edu or 651-523-2302