# Alumni Tracker User Guide

## Overview

This document will act as a guide for various users of the Sling Health Alumni Tracker, including current members, alumni, and admins. The guide will explain the functionalities of the website and the navigation and usage regarding each user base.

## Current Members

Firstly, sign in using a gmail account that you would prefer to have your Student Profile attached to. If this is your first time signing into the Alumni Tracker you will select "I'm a Student" when prompted to create an account. Fill out the form to create your profile, note that the email and phone number provided will be listed on the Alumni Tracker. It is only required to give either an email address or a phone number, not both, therefore we recommend providing only what you are comfortable with being listed on the website. Once a profile has been created, you will have the option between a Student Directory and an Alumni Directory. The Student Directory allows you to filter by classification, major, experience, or search by name. Experience refers to events or awards an individual has received, such as competitions with Sling Health, volunteer hours, etc. The Alumni Directory functions similarly; however, you can now filter by profession or by availability. Availability refers to whether an alumni is available for mentorship. Selecting your profile icon in the top right will give you the options to view your profile or logout. Selecting "View your profile" will allow you to see how your profile looks to others and an option to "Edit this student". This option will open the editing page. The first page listed personal information to edit. The navigation bar on the left hand side will allow you to go to "Experience Info" to add, edit, or delete experiences attached to your profile. You can claim an existing experience from the website or create your own by selecting "Other (Create New Experience)" on the Claim Experience Search Bar. Claiming an experience requires you to record the date it was received, your placement (put N/A if this is not applicable to the specific experience), and a description of what the experience was and your role within it.

## Alumni

Firstly, sign in using a gmail account that you would prefer to have your Student Profile attached to. If this is your first time signing into the Alumni Tracker you will select "I'm an Alumni" when prompted to create an account. Fill out the form to create your profile, note that the email and phone number provided will be listed on the Alumni Tracker. It is only required to give either an email address or a phone number, not both, therefore we recommend providing only what you are comfortable with being listed on the website. We also do not recommend using your TAMU email as this will be unavailable to you two years after leaving the university. Once a profile has been created, you will have the option between a Student Directory and an Alumni Directory. The Student Directory allows you to filter by classification, major, experience, or search by name. Experience refers to events or awards an individual has received, such as competitions with Sling Health, volunteer hours, etc. The Alumni Directory functions similarly; however,

you can now filter by profession or by availability. Availability refers to whether an alumni is available for mentorship. Selecting your profile icon in the top right will give you the options to view your profile or logout. Selecting "View your profile" will allow you to see how your profile looks to others and an option to "Edit profile". This option will open the editing page. The first page listed personal information to edit. The navigation bar on the left hand side will allow you to go to "Experience Info" to add, edit, or delete experiences attached to your profile. You can claim an existing experience from the website or create your own by selecting "Other (Create New Experience)" on the Claim Experience Search Bar. Claiming an experience requires you to record the date it was received, your placement (put N/A if this is not applicable to the specific experience), and a description of what the experience was and your role within it. The option "Professional Info" on the navigation bar allows you to claim professions that you have worked as. Claiming professional experience in this tab is what determines how your profile will be filtered when users search using the professions filter on the Alumni Directory. This is different from the Profession title which is listed in the Personal Information section and should be your current profession. The Professional Info tab allows you to add all professional experience throughout your career.

## Admin

The admin users will also be either a current member or an alumni, and can refer to the previously listed instructions for those functionalities. Admins can access the dashboard by selecting the Admin View option on the top of the homescreen. The Admin Dashboard allows admins to view important information and make edits to the Alumni Tracker. The dashboard first lists the total number of alumni in the directory, how many new alumni have joined in the past 30 days, and the total number of cohort years that span all the alumni. The Alumni management page lists all existing alumni and their profiles can be either viewed or deleted. Admins can create alumni profiles or others by selecting the Create Alumnus Profile option in the Alumni Management page. Admins can create a profile for an alumni, however, they are not required to provide the UIN, as the admin will most likely not know the UIN of an alumnus. The User management page allows for viewing user profiles, deleting users, and the ability to give admin privileges to a user. Users cannot be created by an admin, but when an alumni profile is created a corresponding user is also. Users consist of all users of the Alumni Tracker including both students and alumni. Experience and Profession management allows admins to view existing professions and experiences in the Alumni Tracker, delete them, and create new ones. Lastly, the System Logs page allows an admin to view all changes to the Alumni Tracker's database.