



# PAO'S AND OFFICE DIRECTORS

## REGISTERING & AUTHORIZING USERS FOR THE ALUMNI ARCHIVE APPLICATION

[HTTP://ALUMNIARCHIVE.STATE.GOV](http://alumniarchive.state.gov)



WRITTEN BY THE U.S. DEPARTMENT OF STATE TECHNOLOGY GROUP (IIP-ECA/IT/AP)

ALUMNI ARCHIVE VERSION 1.0.

DATED SEPT 26, 2005



## PAOs and Office Directors

### Some administrative responsibilities

If you are a PAO or Chief American Public Diplomacy (PD) Officer stationed abroad, or a DoS Domestic Office Director you are the Alumni Archive **authorizing agent** for any users from your Post or Office. This means that you are the Officer responsible for granting or denying access to the Archive.

At your discretion, you can grant archive access to any member of your staff who has OpenNet access. Verification/authorization is needed when a staff member initially requests access and when a current Alumni Archive user or authorizer (PAO or Office Director) changes his/her assignment or position.

Please note - unless a PAO requests otherwise, through the additional country option, LES employees will only have access to information on alumni of programs involving the PAO's country of assignment. Typically additional country(ies) access is needed for LES employees working with regional officers or working with PAOs that have responsibility for more than one country.

### Notes:



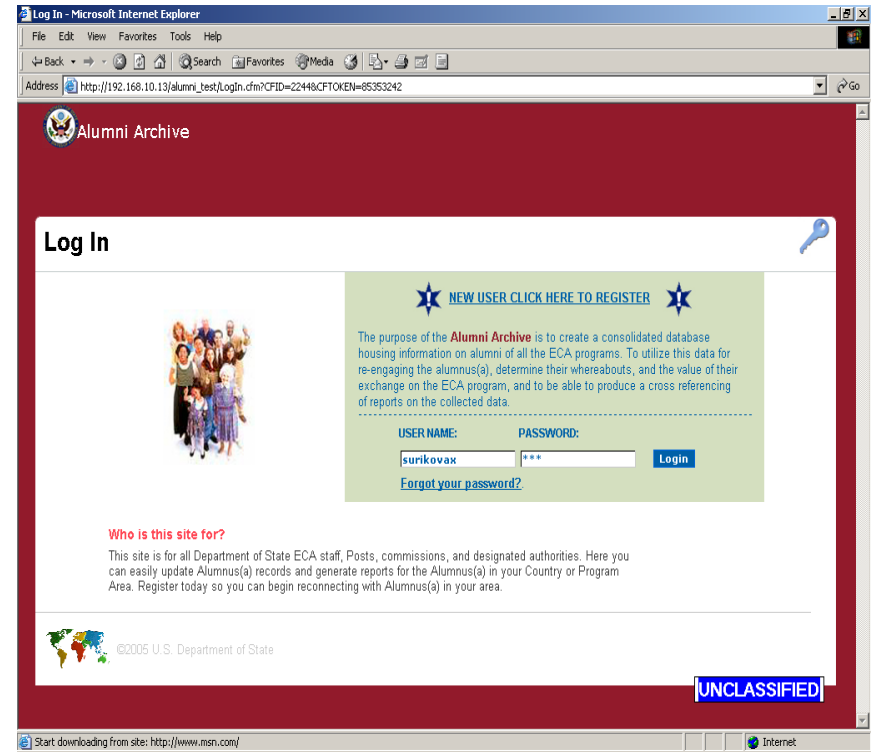
*For questions or problems with getting started  
in the Alumni Archive, please contact:*

**alumniarchive@state.gov**



**Sponsored by:**

**U.S. Department of State**  
Bureau of Educational and Cultural Affairs  
Alumni Affairs Office ECA/A/P  
SA-44 301 4<sup>th</sup> Street, SW  
Washington, DC 20547



A list of PAO's and Office Directors has been entered into the Archive and you are pre-approved. You still need to follow the instructions to register yourself, so that we can activate your account and issue your user ID and password.

Following are detailed instructions on how to register yourself. Your authorizing agent is the Data Manager of the Alumni Archive, and your approval will be automatic once we validate your identity in our pre-approved table.

## Register

**GO to:**        **<http://alumniarchive.state.gov>**

**CLICK on:**    “New User Click Here to Register”

**ENTER:**        Your DOS email address,  
Press **Submit**

**FILL in:**        Your information that is requested,  
Press **Continue**

**REVIEW:**        Review your information, and press  
**Submit.**

**CHECK:**        Check your DOS email for confirma-  
tion of your submission.

**APPROVAL:**    Approval of your registration comes  
from the Alumni Office data manager.

***Note: Your Users will be confirming with you  
that he or she has registered with the Archive,  
only you can authorize your users.***

***Once you have received an email notifying you  
of your approval to login to the Alumni Archive,  
go back to the login page of the site and follow  
the login directions.***

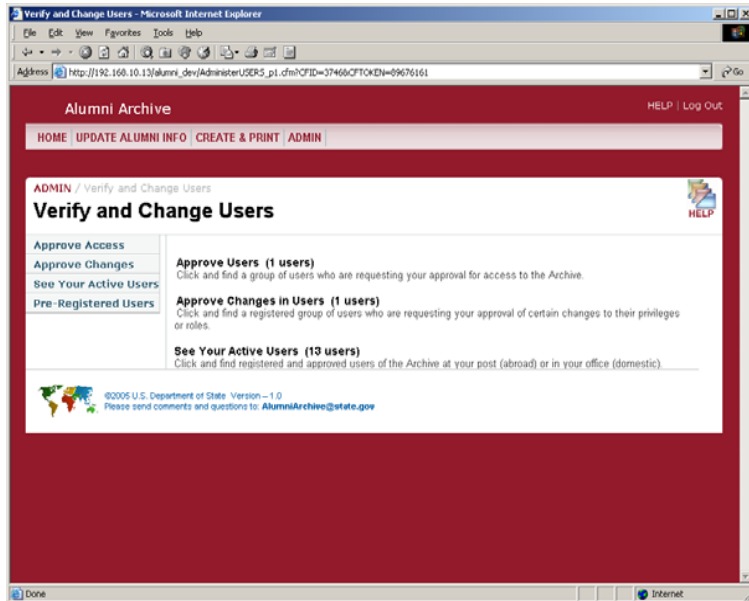
This administrative section of the Alumni Archive is for your use, and the use of the other authorizing agents assigned to the site.

If you wish to Search for Alumni, Update Alumni or Create reports, please follow the instructions in the Getting Started Guide, or from the help sections within the Archive.

If you have any problems working in the Admin area, please contact the Data Manager at [Alumniarchive@state.gov](mailto:Alumniarchive@state.gov) and we will get back to you promptly.



To process any requests for changes, from users in your area:



Open the **Requesting Changes** page and proceed as you would for access requests. Users may be requesting additional countries and will need authorization from you in order to gain that access. A summary of their request will be presented to you in this area.

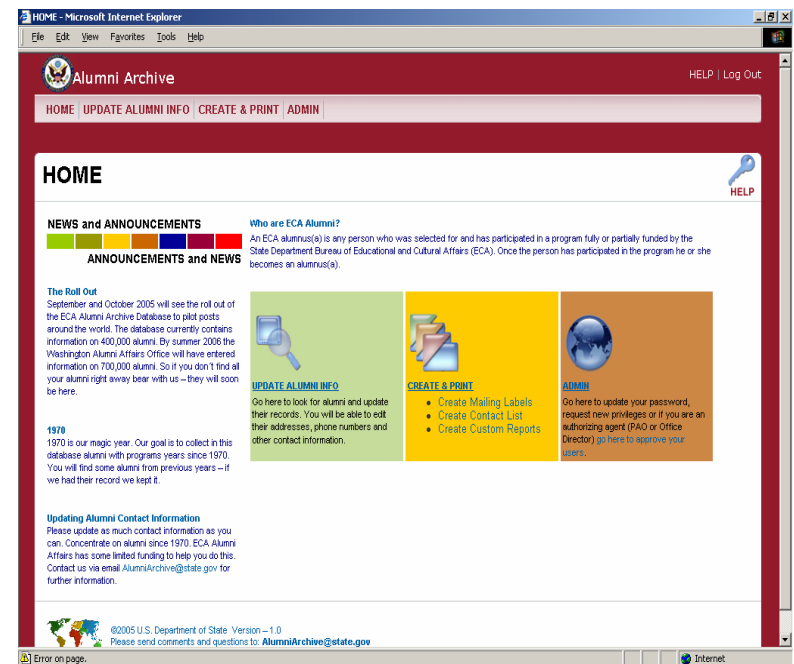
The **Active Users** page will list all of the current, active users in your area.

- This page can be used if, for example, you need to remove or suspend access for a user. Use the **Deny** or **On Hold** radio/option buttons, as appropriate.

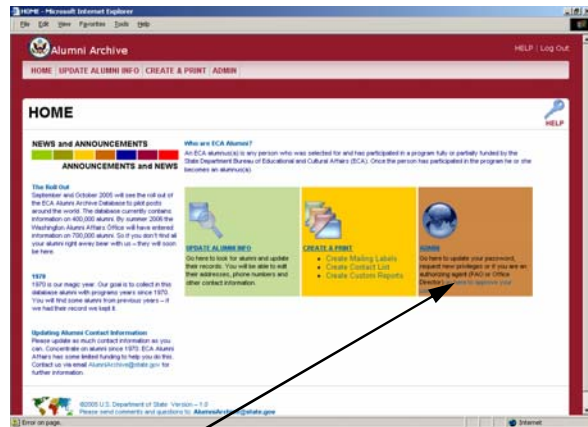
You can also click on the name of a user to open their **User Profile** page. On that page you can update the user's information if there is a need.

## Your home page

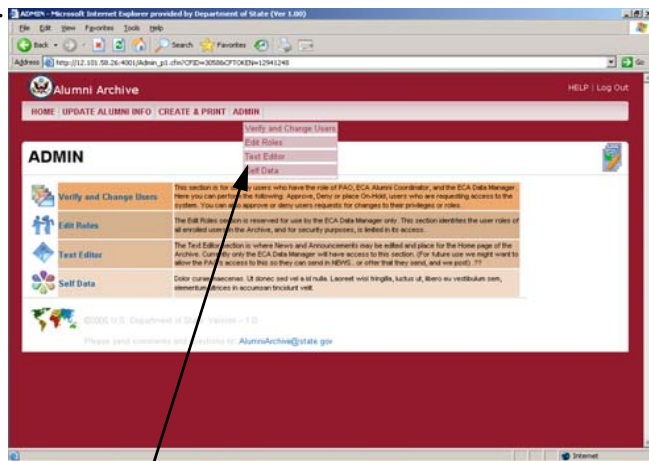
Upon Login, when you open the Alumni Archive, from the Home Page you will have additional selections that your FSN and non authorizing counterparts, will not have access to in the Archive. The following pages will describe how you go about approving users to your portion of the Archive.



## Go Here To Approve your Users.

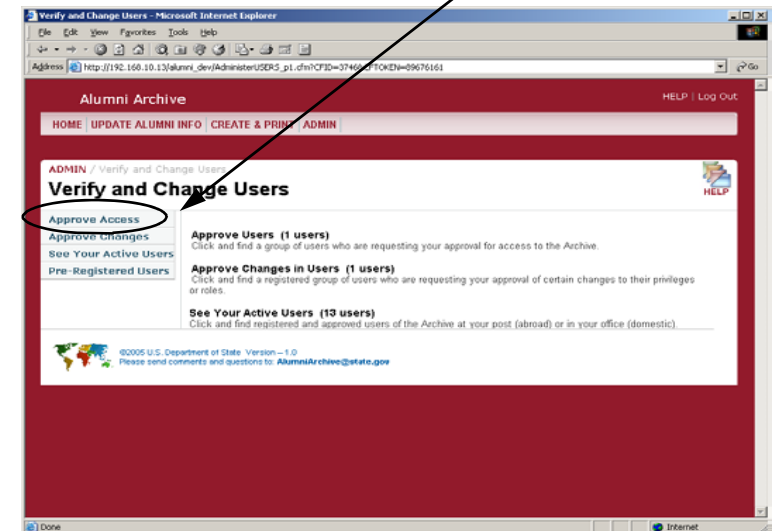


This link on the home page in the Orange section under ADMIN. Is for PAO's and Office Directors. Only you will have this link in the Admin section of the Archive. This link will take you directly to the area where you will need to be to approve your users.



Another way to get to the Verify and Change users page is to use the Navigation Bar, and select Verify and Change from the pull down menu.

## What to do to approve your users. Go to the "Approve Access" section



For each of your registrants, confirm whether their application for access is appropriate.

You can click on one of the three option buttons to the right to **Approve** or **Deny** access, or you can put their registration **On Hold** until you can obtain more information on that user.

