**Getting Started with NUsource**

***Tap into the power of your Northeastern network with these easy steps***

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| **Create a profile**  It’s quick and easy to complete and you can pull information from your LinkedIn profile. Profiles with photos get more attention. Click “edit profile” to upload yours. |
| **Explore the community**  In the “Explore the Community” tab, use the filter bar at the top of the page to search through the profiles by using keywords, location, fields of study, etc.; then click “apply.” |
| **Map view**  Want to see where in the world our NUsource members are? In Explore the Community, there’s a menu bar above the profiles. Switch from “card view” to “map view.” |
| **Make three connections**  In the “Explore the Community” tab, click on three profiles that seem like good matches for you. Once in their profile, click “Let’s Connect.” Use a message template to make it easy. |
| **Bookmarks and Search Alerts**  Create your own search alerts to be notified of members who match your criteria. When viewing a profile, click on the “ribbon” image in the top right corner to bookmark the profile. Your bookmarks will appear on your “home” landing screen. |
| **Request/schedule a meeting**  You can request a meeting and using the videoconference tool on the platform is recommended for the meeting. You can ask for career advice, an informational interview, resume feedback, advice about their city/location, entrepreneurship tips and more (based on their help topics). |
| **Check out projects** Go to the red menu bar and select “projects.” This section has short term projects for students who want to gain career related experience. |
| **Add the app to your phone** iOS using Safari: When you access NUsource on an iOS device using Safari, you'll first be prompted to tap the ****Share**** icon. After clicking the ****Share**** icon, tap****Add to Home Screen****. Finally, you'll be prompted to add the app to your home screen. If you use Chrome, you’ll be asked to use Safari. Android: when you access NUsource, you'll be prompted to tap ****Install****. |
| **Post in the discussion feed**  Select “Discussion” from the red menu bar to ask a question, share an idea or event, or respond to a post. |
| **Join a group**  In the “Groups” tab, enter a group that reflects your Northeastern affinity or industry interest and click “Join.” You can post questions/comments to the group’s discussion feed and view members. |
| **Connections Success Pathway**  On your home page, accept the Connections Success pathway to access quick tips and advice for informational interviews. Get easy tips for how best to reach out to alumni for advice. |
| **Invite your friends**  Click “Share” on the red menu bar to invite friends to join. |
| **Questions?** Contact Michele Rapp, Associate Director, Alumni Career Strategy, m.rapp@northeastern.edu |