Alumni Portal

End User Manual

For Alumni Personnel

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1. Introduction

1.1 Purpose of this Manual
This manual provides detailed instructions and information for users of the Alumni Portal. It is designed to help you understand and effectively use the platform.

1.2 Intended Audience
This manual is intended for the university alumni affairs personnel such as (but not limited to) the staff and head of office.

1.3 History
The Alumni Portal was established in response to the growing need for a streamlined system to manage and connect with the university's graduates. As the number of alumni increased, the university recognized the importance of maintaining strong relationships with former students. Traditional methods of engagement proved to be inefficient and limiting.

To address these challenges, the university's Alumni Affairs Office partnered with the Information and Communications Technology Unit (ICTU) to develop an online portal and information system. This initiative aimed to enhance communication and foster community engagement among alumni.

The Alumni Portal was designed to track essential information, including the basic information, educational background and work history of graduates. By transitioning to a digital platform, the university improved its ability to connect with alumni and empowered them to stay engaged with their alma mater. This evolution marked a significant step toward building a vibrant and active alumni community, ensuring that former students could remain involved and informed long after graduation.

1.4 Objectives
1. Develop an online portal that allows alumni to easily access and update their basic information, educational background, and work history.
2. Automate the tracking of alumni records to reduce administrative workload and improve efficiency in managing alumni data.
3. Provide additional points in case of evaluation.

2. Getting Started

2.1 Prerequisites
Requirements for Using the Alumni Portal

1. A laptop or desktop computer.
2. An internet connection.
3. A username and a password provided by the university's Information and Communications Technology Unit (ICTU).

2.2 Logging in
1. Using a laptop or desktop computer, open a web browser. Examples of common web browsers are: Chrome, Firefox, Opera, Brave, Edge
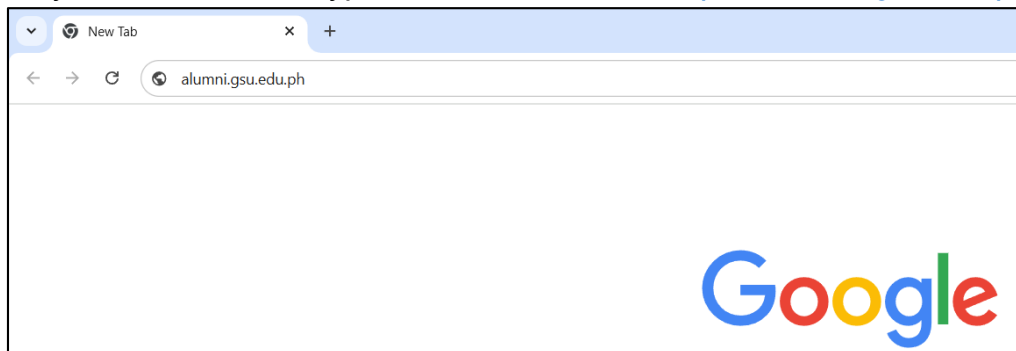2. On your web browser, type this in the URL bar: https://alumni.gsu.edu.ph

Figure 1: Web browser and its URL address bar.
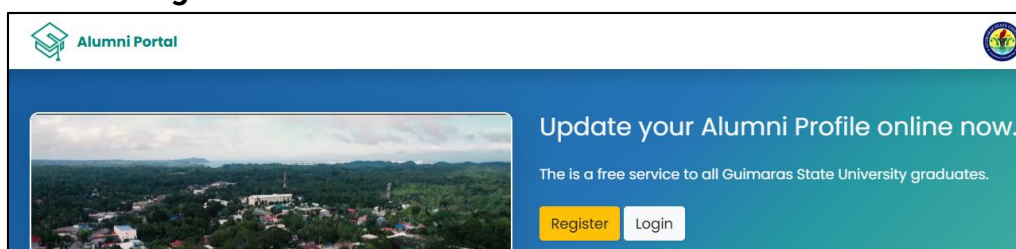
3. Click the **Login** button.

Figure 2: Landing page of the platform.

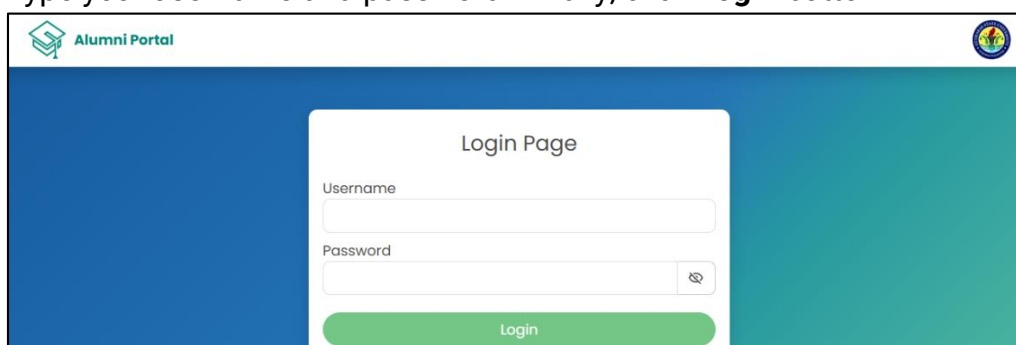4. Type your username and password. Finally, click **Login** button.

Figure 3: Login page of the platform.

3. Basic Operations

3.1 Searching and Viewing Alumni Records

1. Type the last name or first name of the person on the search bar.
2. A result of matching records will be displayed in the table below.
3. Click on the name or tap in the **View** action button to view the Alumni Records form.
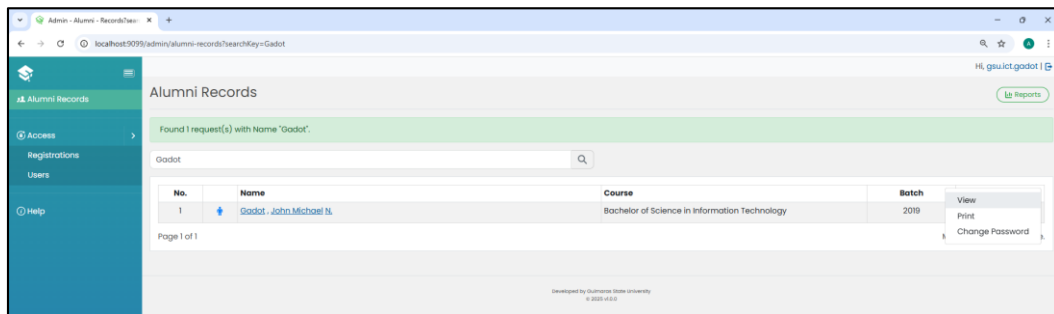

Figure 4: Example of a search query and its search result(s) in the Alumni Records.

3.2 Updating the Alumni Records

1. Click on the **Edit** button to modify the records, and use the **arrow** button(s) to navigate on the "Basic Info.", "Education" and "Work" panel.

Figure 5: Displayed above is the "Basic Info." panel.

2. Fill-in all the relevant data that needs to be updated. Click **Next** to proceed on the next form – navigating from "Personal Details" to "Contact Details" to "In case of Emergency".

Figure 6: Displayed above is the "Personal Details" form.

3. Click **Update** when done.

Figure 7: The **Update** button.

3.3 Generating Alumni Records Report

1. Type the batch/year graduated, campus, college or course/program on the search bar, and click the **Filter** button.
2. A result of matching records will be displayed in the table below.
3. Click the **Refresh** button to clear query parameters.
4. Click the **Print** button to open printer options.

Figure 8: Example of a search query and its search result(s) in the Alumni Records Report.

3.4 Searching and Viewing Registrations

1. Type the reference number, last name or first name of the person on the search bar.
2. A result of matching records will be displayed in the table below.
3. Click on the name or tap in the **Approve** action button to open the "Create Account" form.
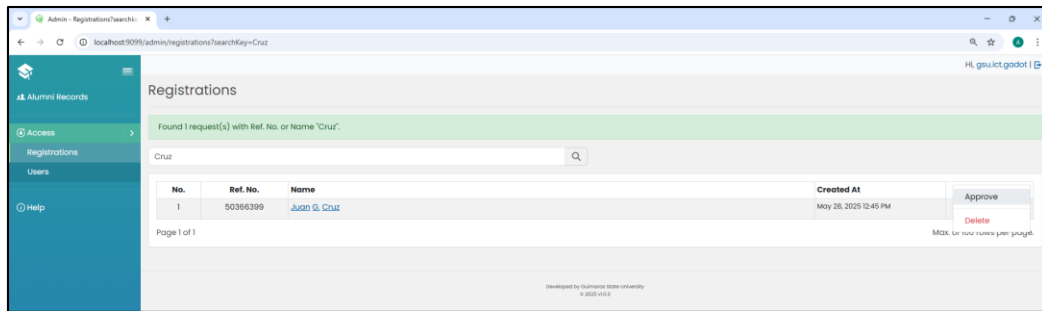
Figure 9: Example of a search query and its search result(s) in the Registrations.

3.5 Creating an Alumni User Account

1. Click on the **Create Account** button to create a new alumni user account. Tap on the **Suggest** button to generate a new password for the account.

Figure 10: Displayed above is the "Create Account" form.

2. Advice the client to store safely his/her "Username" and "Password", and follow the succeeding steps indicated below the given credentials.

Figure 11: Displayed above is the Account Preview panel, and the **Update Alumni Record** button navigating here. (See 3.2)

3.6 Searching and Viewing Users

1. Type the reference number, last name or first name of the person on the search bar.
2. A result of matching records will be displayed in the table below.
3. Click on the username or tap in the **Edit** action button to open the "Update User" form.
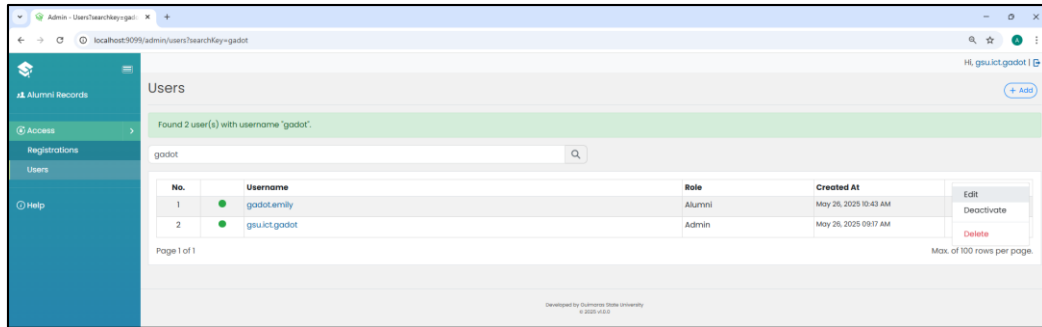4. Tap on the **Deactivate/Activate** action button to set user status.

Figure 12: Example of a search query and its search result(s) in the Registrations.

3.7 Updating the User Account

1. Modify the system generated user credentials if necessary.

Figure 13: Displayed above is the "Update User" form.

4. Glossary of Terms

1. **Browser** – A software application used to access and navigate the internet, allowing users to view web pages and interact with online content.

2. **Alumni Portal** – A platform designed to track essential information, including the basic information, educational background and work history of graduates.

3. **Credentials** - The login information required to access the Alumni Portal, typically consisting of a username and password or other authentication methods.

4. **Search Query** - A term or phrase entered into the search function of the Alumni Portal to find specific information or resources.

5. **Panel** - A section within the Alumni Portal that displays information, options, or tools relevant to the user, often providing a summary of available features or updates.

6. **Form** - An online document within the Alumni Portal that users can fill out to submit information, often including various fields for data entry.