

Steps to using the directory and sorting by grad year

1. Go to home page
2. Log in using the Welcome section located at the right side of the page as seen



3. Click the "Directory" button on the website's menu bar











4. Choose "All Members" to get one large list of all alumni in the database as seen below

All Members Search for Member GO Invite Friends

All Members Advanced search

Latest

All [abc](#) [def](#) [ghi](#) [jkl](#) [mno](#) [pqr](#) [stu](#) [vwx](#) [yz](#) [Others](#)

 A. 0 Friends Add as Friend	 Lyle 0 Friends Add as Friend
 Sandeep 0 Friends Add as Friend	 Sam 0 Friends Add as Friend
 0 Friends Add as Friend	 William 0 Friends Add as Friend
 Matt 0 Friends Add as Friend	 Mark 0 Friends Add as Friend

5. Choose “Advanced Search” to search for specific alumni as seen below

The screenshot shows the top navigation bar with links for Profile, Photos, Friends, Sports, Community Home, Search, Groups, and Videos. Below the navigation bar, the 'Advanced search' section is displayed. It features a tabbed interface with 'All Members' and 'Advanced search' tabs. The 'Advanced search' tab is highlighted with a red box. Below the tabs, there is a search criteria section with a dropdown menu set to 'Name' and a 'Contains' dropdown menu. A text input field is empty. To the right of the input field is a close button (X). Below the input field is an 'Add criteria' button. At the bottom of the search criteria section, there are three radio buttons: 'Members with avatar only', 'Match all criteria' (which is selected), and 'Match any criteria'. A blue 'Search' button is located at the bottom right of the search criteria section.

6. By default, the only sorting option is by name, however, you can add more search criteria by clicking the “Add criteria” button as seen below

The screenshot shows the 'Advanced search' interface with three search criteria added. The 'Advanced search' tab is highlighted. The search criteria section contains three rows of criteria: 'First Name' with 'Contains' and 'John', 'Last Name' with 'Contains' and 'Smith', and 'Graduation Year' with 'Contains' and '1995'. Each row has a close button (X) to its right. Below the search criteria section, the 'Add criteria' button is highlighted with a red box. At the bottom of the search criteria section, there are three radio buttons: 'Members with avatar only', 'Match all criteria' (which is selected), and 'Match any criteria'. A blue 'Search' button is located at the bottom right of the search criteria section.

7. When you're satisfied with the search criteria you have entered, click the blue search button to retrieve a list of alumni that match your criteria
8. Once you find the person you're looking for, you will be able to click on their name in the search results as seen below

Advanced search

All Members **Advanced search**


Name ▾ Contains ▾ john ✕

Add criteria

Members with avatar only Match all criteria Match any criteria

[Save this search filter](#) Search


Search Results



J. Johnson
0 Friends

⚙️

👤 Add as Friend



John
0 Friends

⚙️

👤 Add as Friend

9. Clicking on the name of the individual will bring you to their profile page which contains all contact information on file

The image shows a social media profile page for a user named J. Johnson. The profile header includes a circular profile picture of a person with orange hair, the name "J. Johnson", and two buttons: "Add as Friend" (blue) and "Send Message" (green). To the right of these buttons are icons for privacy (an eye with "1"), a share icon, and a warning icon. Below the header is a navigation bar with tabs for "Friends 0", "Photos 0", "Videos 0", "Groups 0", and "Like 0". The main content area is divided into two tabs: "Stream" and "About me". The "About me" tab is active, displaying a "Basic Information" section with fields for Email (redacted), First Name (J.), Last Name (Johnson), and Employer (redacted). Below this is a "Contact Information" section with fields for Address (redacted), City / Town (Charlotte), State (NC), and Zip Code (redacted).

J. Johnson

Add as Friend Send Message

1

Friends 0 Photos 0 Videos 0 Groups 0 Like 0

Stream About me

Basic Information

Email
[Redacted]

First Name
J.

Last Name
Johnson

Employer
[Redacted]

Contact Information

Address
[Redacted]

City / Town
Charlotte

State
NC

Zip Code
[Redacted]