



Princeton in Africa Alumni Website: Instructions for Updating Your Profile

We are thrilled to launch the PiAf alumni website! The link is piafalumni.org. The alumni website is a private, online community where alumni can connect with each other, plan events, share resources, and otherwise engage with the PiAf network of nearly 400 alumni (and counting!).

All PiAf alumni already have a profile created for them on the site. However, since alumni often change locations, jobs, etc. over the years, it's possible that your information in the site isn't up-to-date. Please take 5-10 minutes to check and update your profile so your details (which are shared with all other alumni on the site) are accurate. Below are instructions on how to access your profile. *Please note that you will not gain full access to the alumni website until you've updated your profile.*

1. You should've received an email from Alumni Channel, piafalumni@alumchannel.net on 9/29/15 with instructions and a link to access your profile. The email subject line is "Welcome to the PiAf Alumni Website!" If you don't see this email in your inbox, please check your spam filter (and/or the Social or Promotions tab of your email if you have Gmail).
 - a. If you can't find the above email anywhere in your inbox, email the site administrator, Cara Vu, PiAf Program & Communications Associate, at cvu@princetoninafrica.org. Cara will send you a new email with instructions on how to access the site.
 - b. *Please add piafalumni@alumchannel.net to your "Safe Senders" list in your email to ensure you receive important alumni website updates in the future.
2. Once you access the site, you'll be taken directly to a page to update your profile (and set a new password). **PiAf has already filled out several of the fields for you (e.g., fellowship year & org., undergraduate school name, email address, etc.). Please make sure your information is correct, and update it ASAP if it isn't.** We encourage you to fill out the empty fields in your profile based on what information you'd like to share with other alumni.
3. Make sure to click "Update" all the way at the bottom-right corner of the page when you're finished updating your profile.
4. **If you want to update your profile anytime after the initial log-in, the process is a bit different.** First, go to piafalumni.org and click "Existing Profiles" under "Login" in the top-left of the homepage. Type in your email address and password to log in. Go to the sidebar in the top-left of the page, and under "Who do you want to find?" click "My Profile" on the left. This will bring you to your profile page. To the right of your full name (in **bold**) and your location, there's an **"Edit Profile" button hyperlinked in gray. Click that button to edit your profile and click the "Update Profile" button all the way at the bottom-right corner of the page when you're finished.** Alternately, you can go to "My Profile Options" (bottom-left corner of your Profile page), click the + sign to expand the menu, and then click "Edit Profile" at the top. This method is equivalent to the first method.
5. **If you encounter any issues with the alumni website (e.g., having trouble logging in, forgot your password and the Forgot Password function isn't working),** email Cara Vu at cvu@princetoninafrica.org with "Alumni Website" somewhere in the subject line and she can work with the web developer to troubleshoot any issues.