AlmaConnect

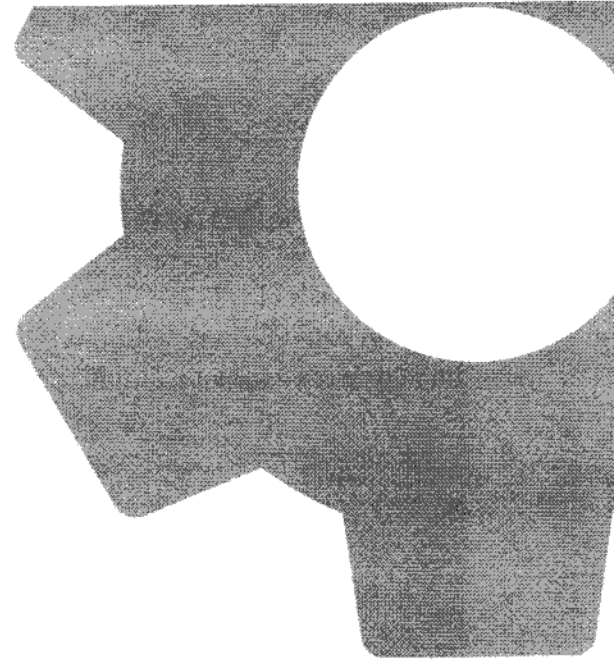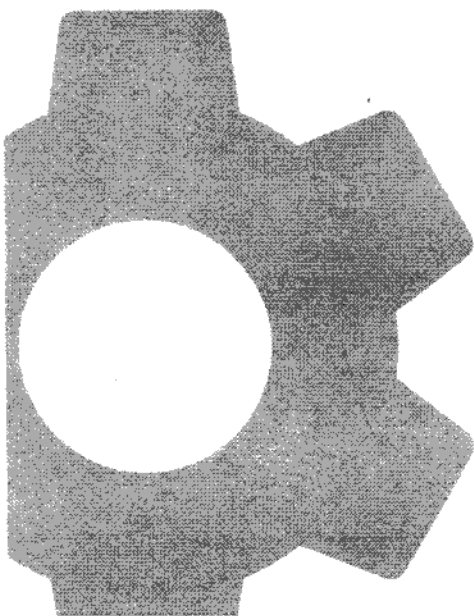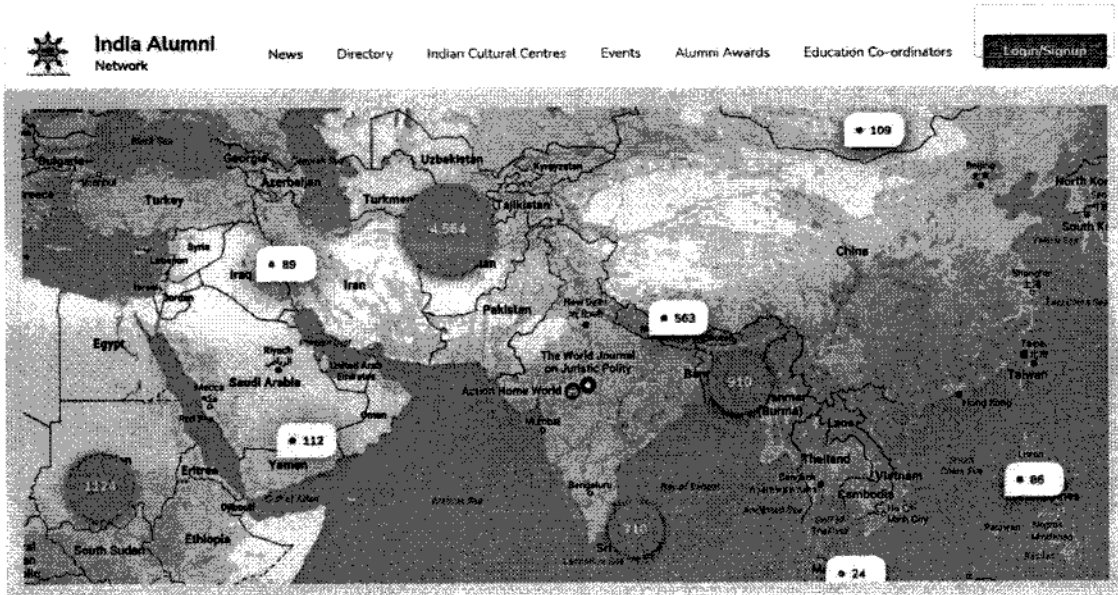# Standard Operating Procedures

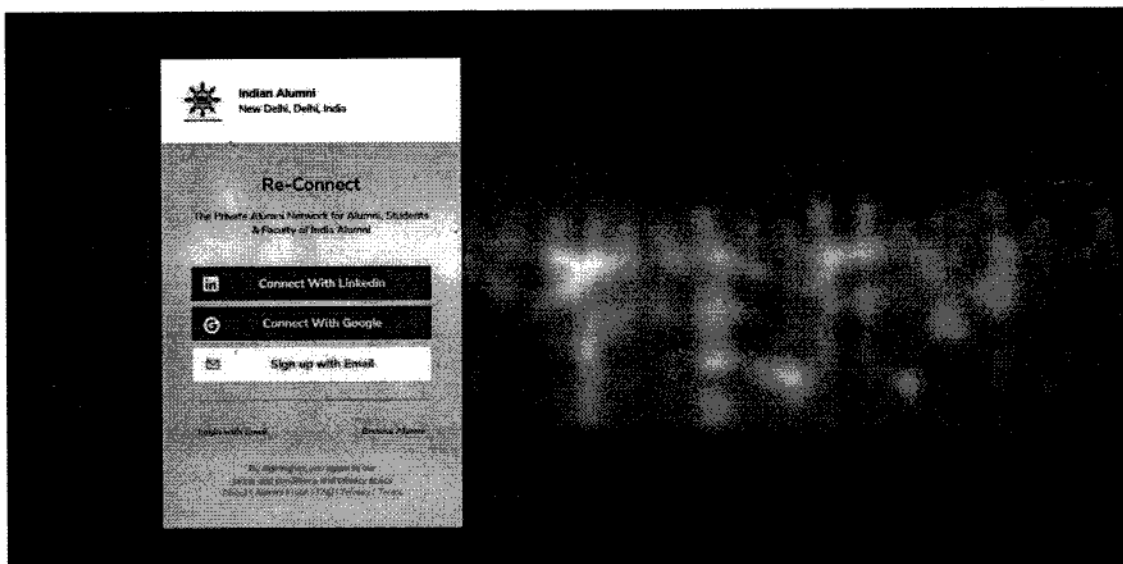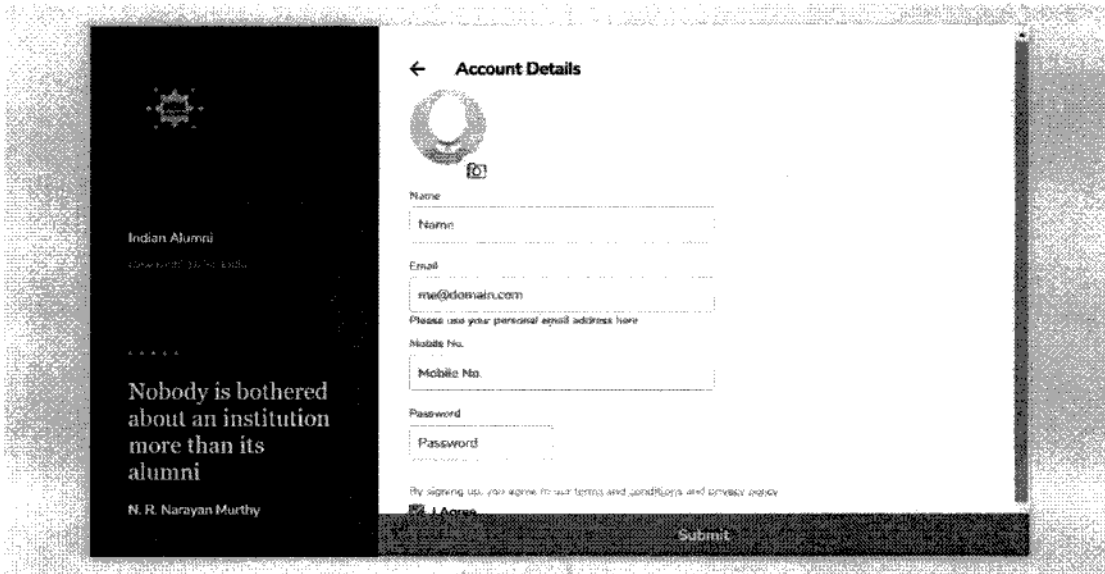## India Alumni Network (Admin features)

Sign Up & Onboarding

Step 1: Click on Login/Signup button on the India Alumni website which will take you to the signup page of India Alumni's AlmaConnect Portal.

Step 2: Signup through any of the methods given on the signup page. You can login through your LinkedIn or Google account.
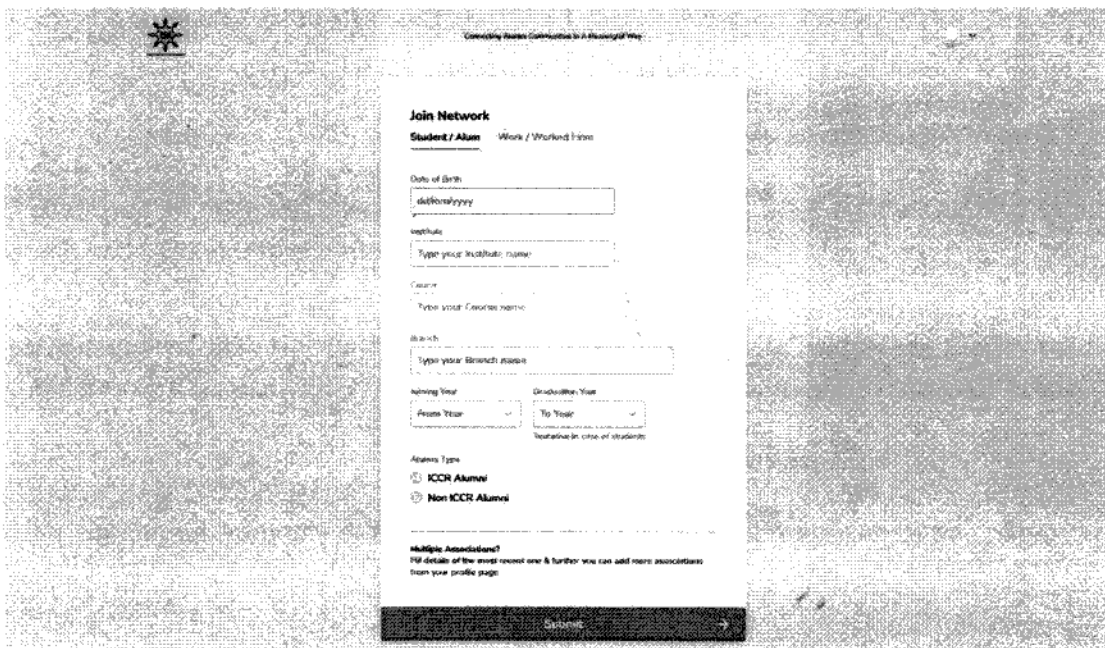
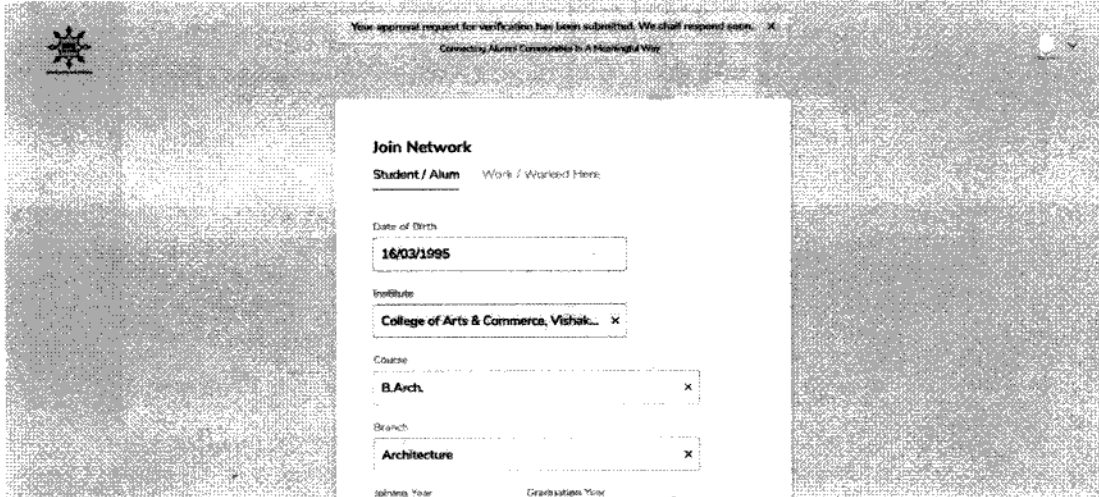**Step 3:** By signing up with email, you will be taken to the following page:

A confirmation mail will be sent to your newly filled email. Click on the"Confirm Email" button, which will take you to the next step.

Note: If you got an invitation to join the portal, click on "Accept Invite" button on the invitation email. Some of the fields will be pre-filled here. Fill the rest of the details to get to the next step.

Step 4: After signing up from any of the methods in Step 3, you will be taken to this page:
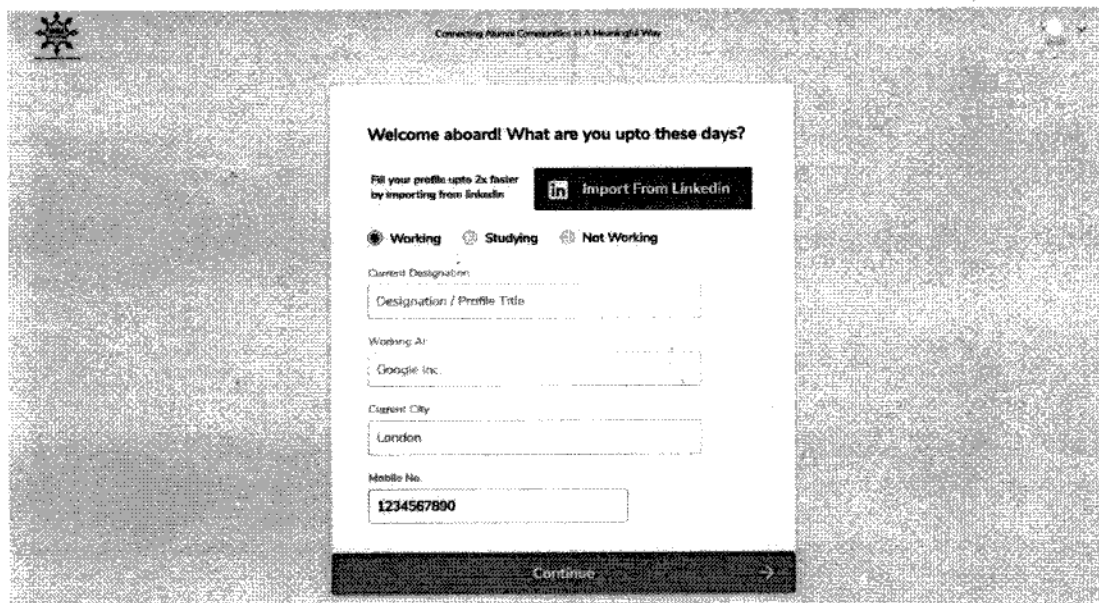
Fill in the details and then press Submit Button. This will send a manual approval request to the administrator. A pop-up on top of the page like in the screenshot below will be shown to you. You can only proceed after approval.
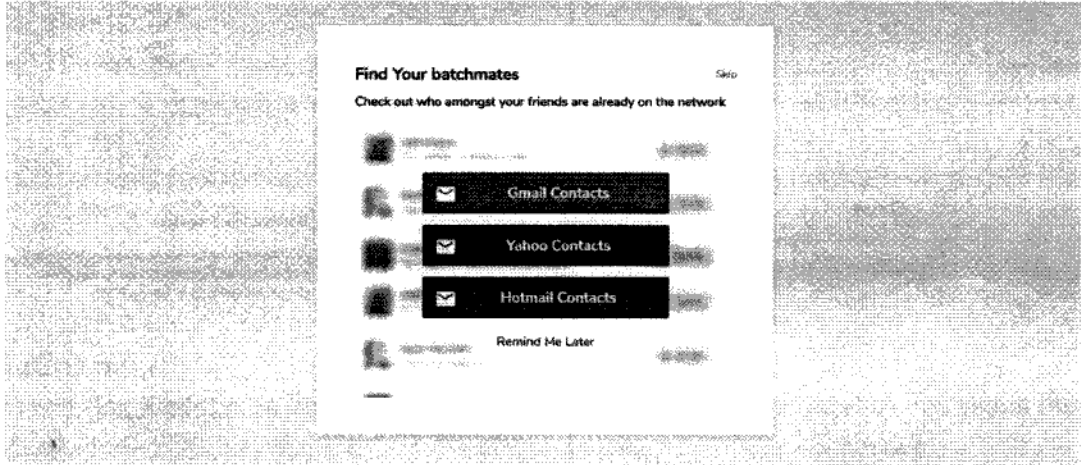

Note: *If you are accepting an invitation sent to you, your details will already be pre-filled. Simply clicking on "Submit" will take you to Step 5 without any verification.*
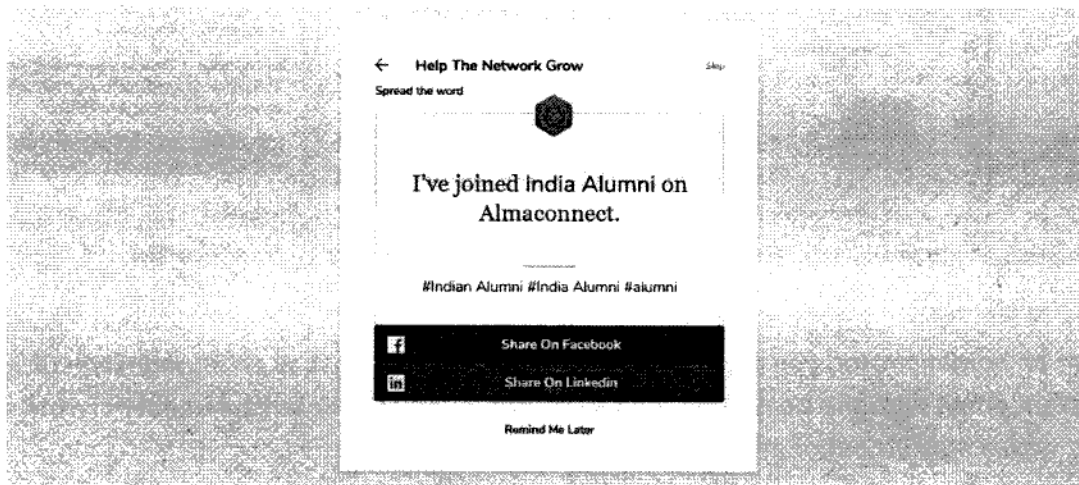
Step 5: You will be asked to fill some more details on this page. Select any of the radio buttons "Working", "Studying" or "Not Working" and proceed accordingly.
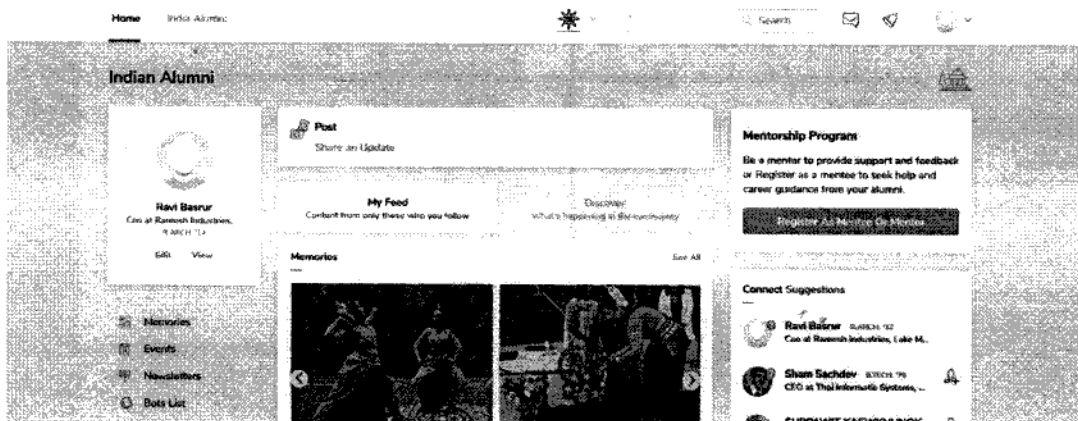
Step 6: On this page, you can find your batch mates who are already present on the network and connect with them.

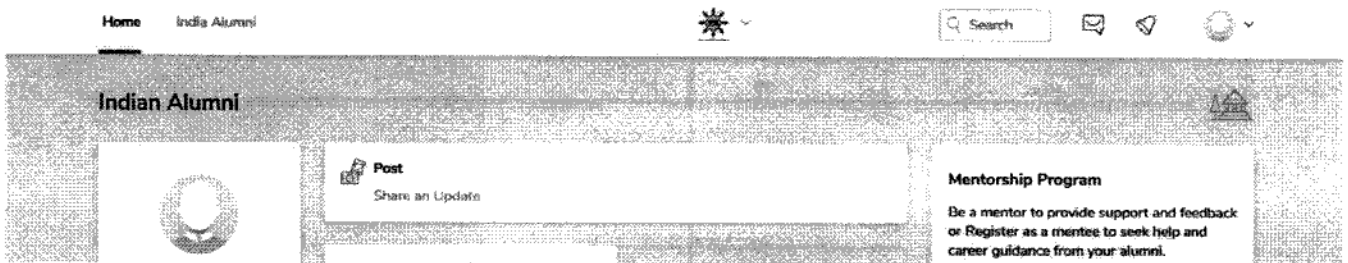**Step 7:** To help the India Alumni Network grow, you can share this on Facebook and Linkedin.

Step 8: After this, you will be taken to the Home Page of India Alumni - AlmaConnect Portal.
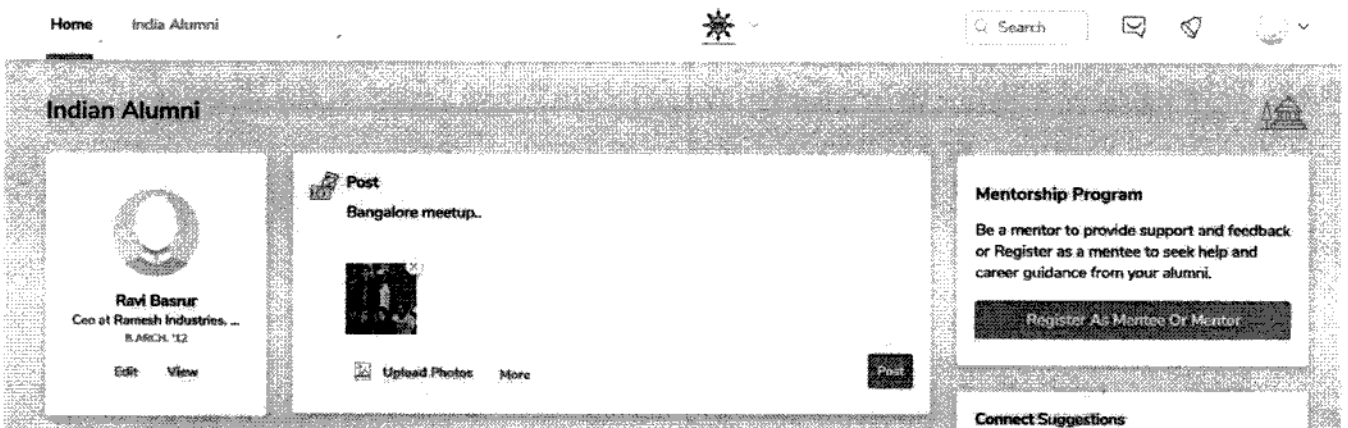
AlmaConnect

Sharing a Post

On the home page, click on "Share an Update" as shown in the image below

The window will allow you to type text, add photos or attach a file. You can also take a poll from here.

Note: If you are an administrator, you also have an option to share a post as an announcement, which triggers an instant email with the post to all the registered alumni in the India Alumni network or share the post with a specific set of alumni by applying a few filters.