

# How to Use the Alumni Database

As part of the APU family, you have access to an alumni network of over 20,000 graduates from 152 countries and regions! Let's stay connected with APU!

## ENABLE EMAIL NOTIFICATIONS & CHECK SETTINGS

To ensure that you can communicate freely with current students and other alumni, please check the following steps:

### My Settings > Email

**Notifications:** Check both "Enable email notifications" and "Send me a direct message" and press "Save."

### My Page > Visibility Settings:

Please check all (5) items if desired and press "Save."

### My Page > Search Settings:

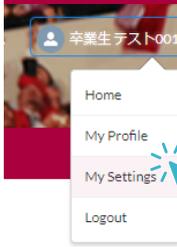
Set both "Search from Alumni" and "Search from Current Students" to "Permit Search" and press "Save."

## SEARCH FOR ALUMNI

You can search for alumni by "name while enrolled," graduation year, nationality, and other conditions.

\*If a user's Visibility Settings are all unchecked, only basic information such as the alumni's name while enrolled, and year of enrollment /graduation will be displayed.

# 2.



# 4.



# 1.

## LOG-IN OR CREATE AN ACCOUNT

You can access the alumni database from here.



Not sure if you have an account? Please fill out this alumni verification form, and we will create your account or reset your password:



# 3.

## UPDATE YOUR INFORMATION

You can update your information on **My Page**. Please keep all items as current as possible, including "Business Career," "Seminar" (instructor), and "Educational Background."



# 5.

## MESSAGING

Messages can be sent and received among alumni and current students, and messages are forwarded to the user's e-mail address.

\*The **Email Address** in **My Settings** is the email for messages received from current students and alumni. The **Forwarding Email Address** on **My Page** is used for receiving newsletters and emails from the university.

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