

HOW TO ENABLE ALUMNI, WHO DO NOT HAVE A SCHOOL E-MAIL ADDRESS, TO REGISTER FOR THE BIG GUIDE ONLINE

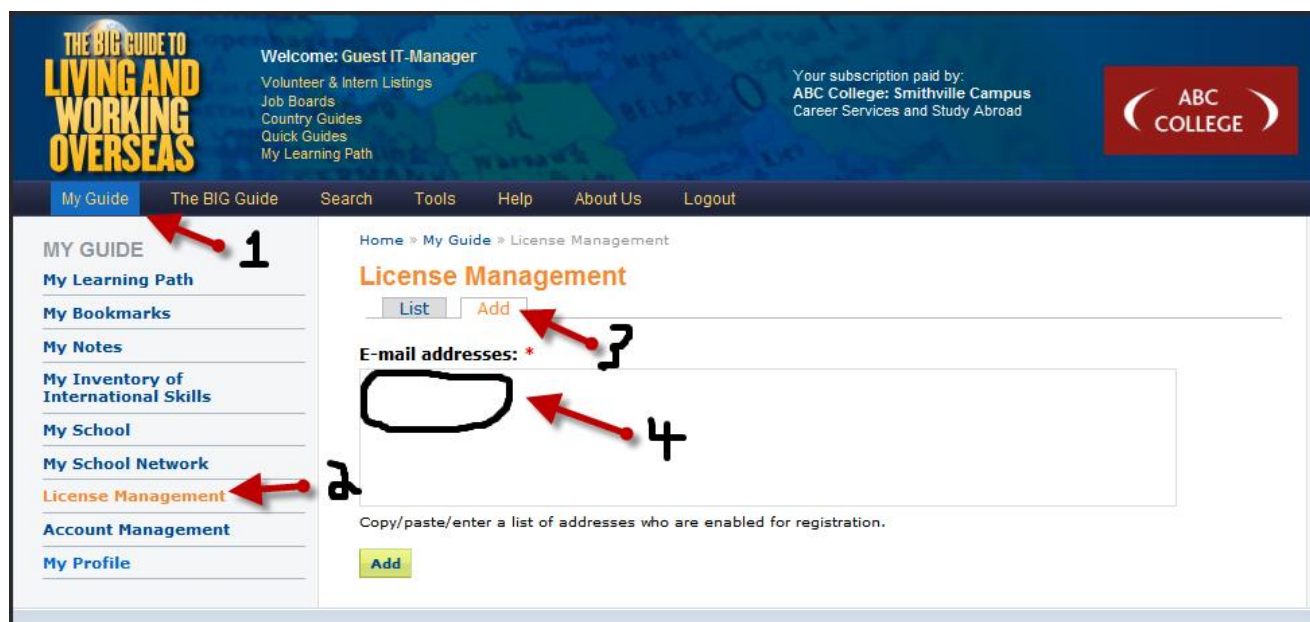
If your alumni have a school e-mail address Alumni can access *The BIG Guide Online* in the same way as your students and staff. If your alumni do NOT have a school e-mail address, they can be given access to *The BIG Guide Online* by a staff person at your school (most likely someone in the Alumni office). This staff person must be set up as “Administrator” for *The BIG Guide Online*. Administrators have access to extra menus in the “My Guide” menu. If your school has not yet assigned an Administrator, you must contact Richard Berthelsen richard@workingoverseas.com at the client services department at *The BIG Guide*.

How to enable access for alumni who do not have a school e-mail address

Your school’s Administrator must do the following (see also diagram below):

- 1 The Administrator must login to *The BIG Guide Online* and go to the “My Guide” menu (see #1) where extra menus appear (see bottom of left hand column) when compared to regular users.
- 2 Choose “License Management” (see #2).
- 3 Click on the “Add” tab (see #3).
- 4 Enter the Alumni’s e-mail address (see #4). If entering more than one address, separate the addresses with a comma or insert as a list with one e-mail per line. *CAUTION, this system is not designed to handle the “pre-registration” of thousands of Alumni at one time. It is designed for entering individual or very small batches (generally under 50) of alumni e-mail addresses.*

After these procedures, Alumni can now follow the same registration process as your students to access their account: (a) go to www.workingoverseas.com/register and choose your school name, (2) enter their e-mail address and choose a password, (3) respond to the activation e-mail sent to them by *The BIG Guide* system.



Sample Announcement To Your Alumni

Alumni can request access to an interactive web site *The BIG Guide to Living and Working Overseas* ONLINE. Send your e-mail address to jane.smith@abc.edu at the alumni office who will set up your access.

Sample Reply Letter

Dear Alumni. Further to your request for access to *The BIG Guide to Living and Working Overseas*, we have now registered you for a user account with *The BIG Guide Online*. Go to www.workingoverseas.com/register, choose our college/university, and fill in the registration page. You will be asked to enter your e-mail address and choose a password. Once completed, you will receive an activation e-mail that will allow you to activate your account. We hope you find this site informative. EDITOR’S NOTE: consider changing the above link to www.workingoverseas.com/your-schools-domain-name to more easily access your school’s *BIG Guide Online* registration page.