



Welcome to www.alumnicommunity.goodenough.ac.uk

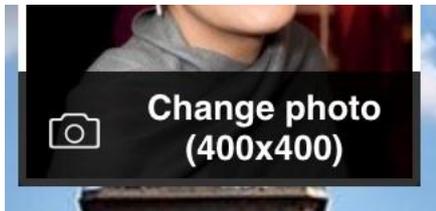
Our new online community for Goodenough Alumni to stay connected to the College and each other.

Here are some Frequently Asked Questions:

My Profile Page:

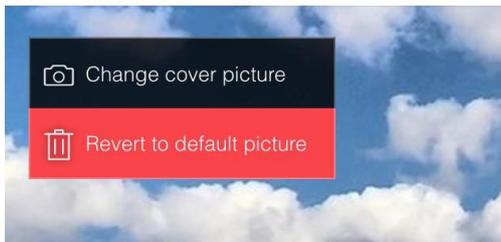
How can I upload or change my profile photo?

On your profile page, click on the square with your initial or current photo, and in the bottom left-hand corner of the square you will see a camera icon. Click on the camera icon to change your photo.



How do I change my banner image?

Click on the camera icon in the top left-hand side of your banner and select 'Change cover picture'.



Can I change my contact email?

Yes, you have the option to change your email address or add a secondary email to your profile. You can also decide who can see it – see Personal Settings below.

How can I add social media handles to my profile page?

Under Contact on the right hand side of your profile page, click on 'Edit' in the top right-hand corner of the box to populate your options.

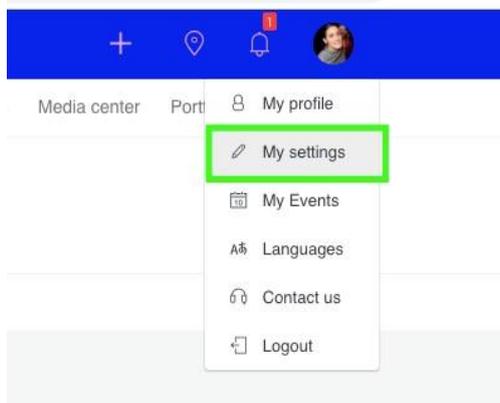
How do I modify my location on the Google map?

Click 'Edit' on top right-hand corner of your banner, start typing your city/country and select when it appears in the drop-down. If you click on the drop-down option, your location will update (NB the google map does not reflect your location entered in the Address section).

Personal Settings:

Where may I edit my privacy settings?

You will find your privacy settings under the personal icon found in the upper right-hand corner of the platform. Here you can update the visibility of your contact details to all those in your community, just your favourite users or only to platform Admins. Go to My Settings/Privacy.



May I change my permission settings? For instance, I do not want to receive certain notifications such as messages from other users

You can always change your notifications settings in My Settings/Notifications.

My Live Feed:

What activity reflects on the Live Feed? Can I make actions private?

When you post a comment or create an event, it will reflect on the Live Feed. 'Notify people' means a notification email will be sent to the people you tag. Every action on the feed is public. There is a private messaging function which you can use to communicate privately in the People Directory or in the top section of the platform by clicking the speech bubble.

What can I use the 'Search' tab for?

The search tab at top of the platform is a search of people. You can search by name, location, graduation year, university and much more.

People Directory:

What is it for?

The People Directory tab provides a directory of all users of the community with various filters, such as Class of, College house or faculty, industry or degree. You can scroll down in filters to see them all. If people have not yet activated their profile, you can send an invite to activate by clicking the invite to community button.

Why do some of those in the directory only have the letter of their first name?

For those who have not activated or have not uploaded a photo to their profile, only the first letter of their first name will appear.

How do you add a favourite user?

Click on their name and then the three dots in the right-hand corner and select 'Add to Favourite users'. All your favourite users will have a star by their profile picture.

The Events tab:

Where do the events I create appear?

Any events you create on the Live Feed also appear in the Events section. In the Events section you can view upcoming events created by both the College and other users, as well as look up past events.

The News tab:

This is where the latest news is shared by the College.

How do I post news?

Only Admins can add news in the News section. Therefore, please use the Live Feed functionality to share news within the general community or in a specific group.

Groups:

May I create a group?

Yes, if you are interested in creating a group, please contact alumni@goodenough.ac.uk

What is the difference between making a group public and private?

If a group is public, anyone within the online community will be able to access the group and follow it.

With a private group, community users will have to request to join.

The lock symbol found on the upper right-hand of the group banner in the Groups section indicates if it is a private group.



Resource Library:

This is where the College will share photos, video and other articles for interest. Users won't be able to upload to this tab directly.

Can I update my Password?

Yes, you change your password in My Settings/Password.

I can't remember my password. How do I reset it?

Click Login and then Reset password. Enter your email address and a link to reset your password will be sent to you by email. If you have synced your profile with LinkedIn, you can click on the LinkedIn button to log in.

I am experiencing issues when using the site?

If you experience issues when trying to access the site, add content or update your profile information it may be worth changing browser. We recommend Chrome, Firefox or Edge for the best user experience. You can also try refreshing the page or clearing your cache. If you are still experiencing problems, contact alumni@goodenough.ac.uk explaining what is happening and include a screenshot, if possible.

How will my data be used?

This platform is designed to help you connect with one another, and with Goodenough College and will only be accessed by your trusted network. Your data is in safe hands. Please see the [Terms of Use](#) and [Privacy](#) for details.

Who can I contact for further help?

Please email alumni@goodenough.ac.uk with your questions.