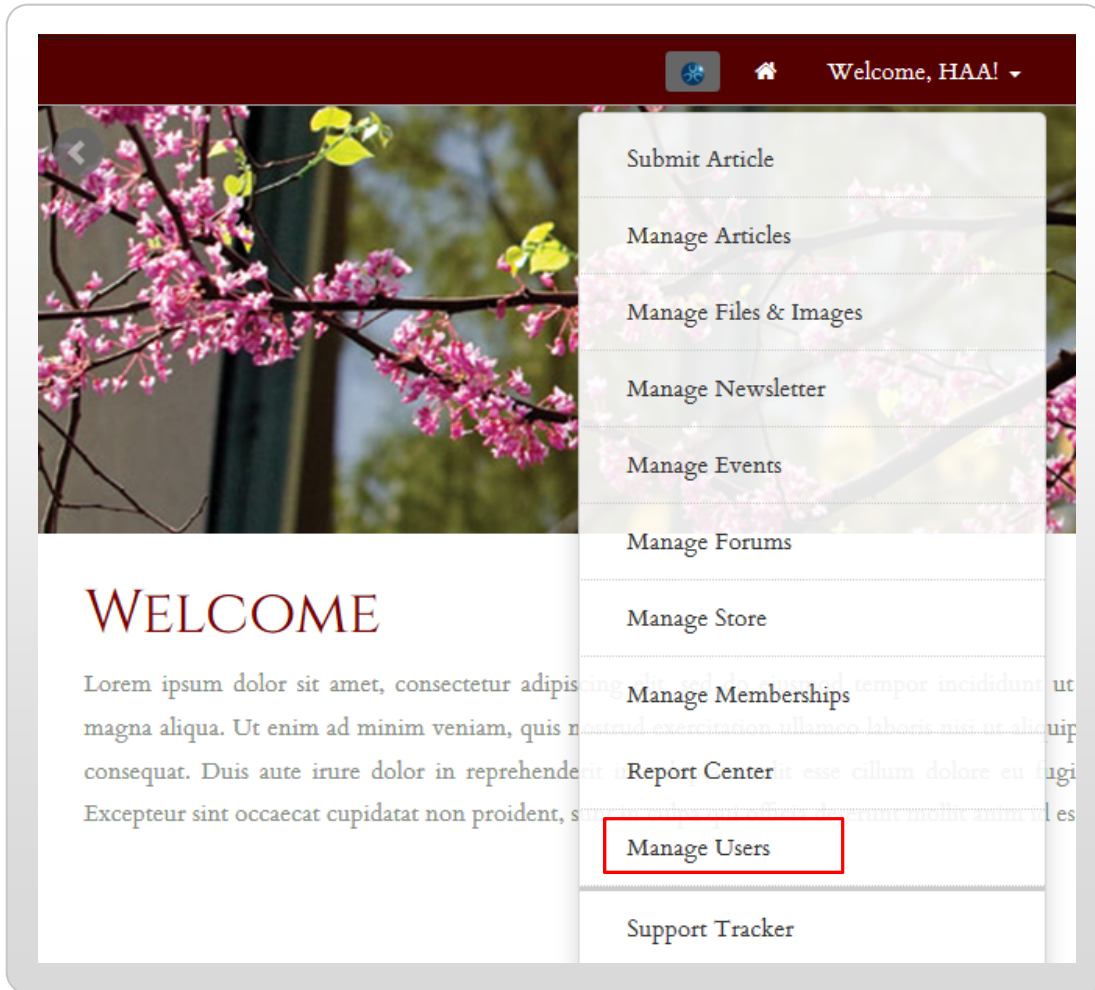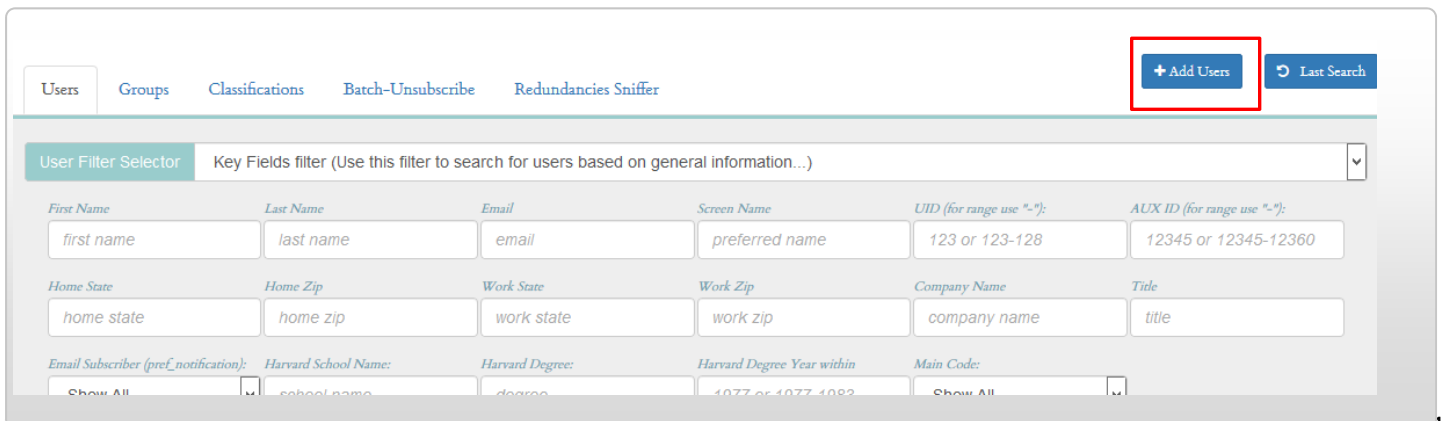HARVARD
ALUMNI ASSOCIATION

Adding Non-Alumni Users

As a site administrator, you sometimes may need to add a non-alumni user's profile to the database.

1. Click the admin menu button ⊛ and select "**Manage Users**."

2. At the top right of the screen, click "Add Users".

3. In the pop-up window that appears, enter in First Name, Last Name, Email Address separated by commas. You can also copy/paste from Excel.

    Note: You do not need to add an aux_id number for a non-alumni record. ONLY use this method to add users that you know are NOT Harvard Alumni or Students. Harvard Alumni and Students need to be added via the data exchange. Even if you have the HAA ID (aux_id) number, adding the record this way will not import other Harvard data. The record will not be a part of the data exchange and will not be updated.

    If you need to add a Harvard alumnus or a current Harvard student, please email us at alumni_magnet@harvard.edu.
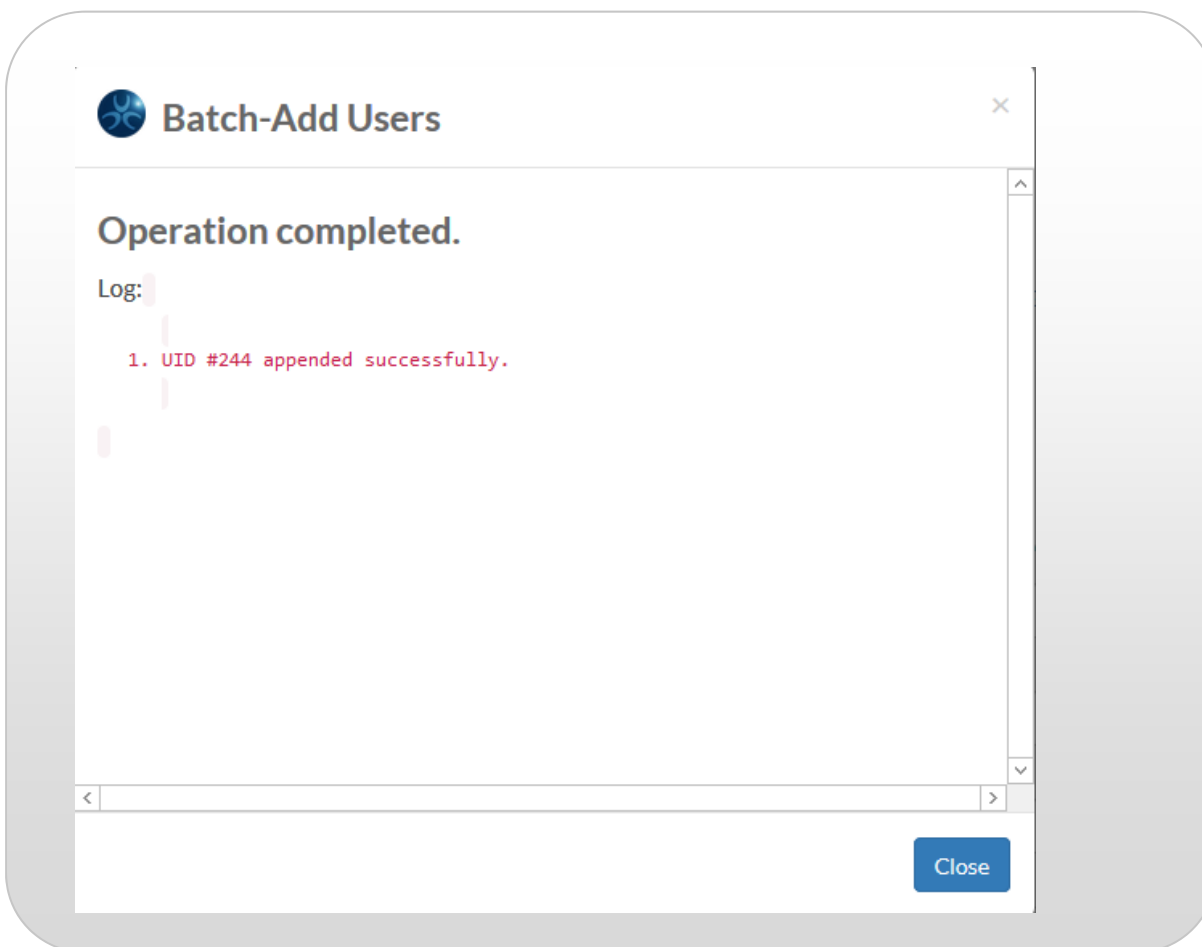

    This process cannot be undone. If you make a mistake, you will need to delete these new records one by one.

4. You will then see a confirmation screen that the new user was added.

5. Click "Close" and you will be returned to the "Manage Users" page. The new names will be listed in order at the end of your users list. Spot check to make sure the data was added correctly.

Note: If you need to add more than 5 non-alumni records at a time to your database, please contact alumni_magnet@harvard.edu.