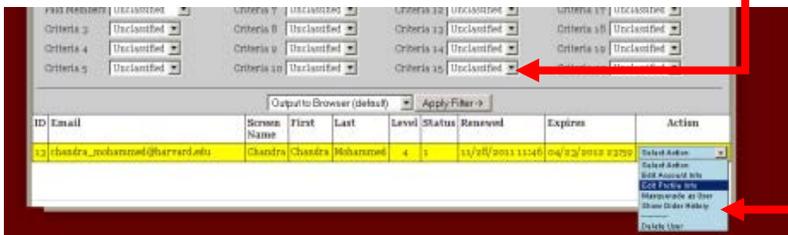




How to View User Profile Data

Please use these instructions for a “quick” view of a user’s/alums profile data. These instructions **should not be used to update profile data**. This feature is not connected to the data feed and will cause some profile inconsistencies if you try and update data here. If you need to edit profile data you will need to hit the back button and select “Masquerade as User”. **Please note: Administrators cannot edit profile information from this screen.**

1. Click “Manage Users” from the admin menu.
2. From the “Manage Users” page, do a search for the person you would like to view.
3. Click “apply filter” next to “Output to Browser”.



4. In the “Action” column, select “Edit Profile Info” next to the name of the person you would like to view.

5. The full profile (including an activity log at the bottom of the page) will appear.

Personal
Chandra Mohammed
 Exclude me from the online directory.

Some information may not be changed online. To update, please call the University Alumni Records at 1-617-495-2371.

Nickname:

Hide email addresses in my online profile.
Preferred Email:

We will use the email above to keep in touch with you and keep you informed about news and events. We hope that you will enjoy hearing from us but will honor your request should you choose not to receive future emails.

I prefer html formatted emails (leave unchecked for plain text)
 Subscribe me to the eNewsletter

HAA Alumni Email (post.harvard.edu):
Additional Email:

Mailing Preferences
Preferred mailing address:

I prefer paper mailings from Harvard Club of Seattle

Professional & Employment
Professional Details
Company:
Title:
Industry:

Country:

Seasonal Tel:
Seasonal Fax:

Season: through

Degrees
Harvard University Degree(s):
To update your Harvard Degree information, please call University Alumni Records at 1-617-495-2371.
 Do not show 200-Harvard degree information in my online profile

Additional Degree(s):
School 2 Name: Degree: Year:
School 3 Name: Degree: Year:
School 4 Name: Degree: Year:

Spouse/Partner
 Do not show in my online profile
Marital Status:
Spouse/Partner Name:

Interests
Harvard Student Activities
 Do not show in my online profile

Online Connections
 Do not show in my online profile

My URLs
Website 1: AIM:
Website 2: Yahoo Messenger:
Website 3: MSN Messenger:
Website 4: Google talk:

Community Profiles
LinkedIn:
Facebook:
MySpace:
Twitter:

Activity log for user # 14

Event	Description	Date	Initiator	IP
2110	Authenticated	05/09/2013 13:44	Chandra	128.103.214.30
2109	Authenticated	05/09/2013 13:43	Chandra	128.103.214.30
2220	Authenticated	05/20/2013 09:11	Chandra	128.103.214.34
2221	Authenticated	05/20/2013 09:08	Chandra	128.103.214.34
2108	Authenticated	05/20/2013 09:03	Chandra	128.103.214.30
2105	Authenticated	05/20/2013 09:02	Chandra	128.103.214.31
2112	Authenticated	05/15/2013 08:14	Chandra	128.103.214.30
2130	Authenticated	05/14/2013 07:22	Chandra	128.103.214.31
2024	Authenticated	05/08/2013 08:30	Chandra	128.103.214.31
2022	Authenticated	05/08/2013 04:01	Chandra	128.103.214.31
2001	Authenticated	05/03/2013 05:30	Chandra	128.103.214.34
1981	Authenticated	04/28/2013 09:22	Chandra	71.174.35.58
1978	Authenticated	04/24/2013 13:39	Chandra	71.174.35.58
1507	Authenticated	04/18/2013 13:20	Chandra	128.103.214.34
1490	Authenticated	04/13/2013 09:00	Chandra	71.174.35.58
1489	Authenticated	04/09/2013 13:51	Chandra	128.103.214.34
1488	Authenticated	04/04/2013 13:54	Chandra	128.103.214.34
1459	Authenticated	04/04/2013 08:22	Chandra	128.103.214.34
1457	Authenticated	04/04/2013 04:07	Chandra	128.103.214.34
1453	Authenticated	04/03/2013 13:04	Chandra	128.103.214.34
1455	Authenticated	04/03/2013 07:30	Chandra	128.103.214.34
1343	Authenticated	03/19/2013 04:32	Chandra	128.103.214.34
1317	Authenticated	03/18/2013 04:20	Chandra	128.103.214.34