



St. Olaf Alumni Directory FAQ

Who has access to the directory?

- **The directory cannot be accessed by the general public.**
It is only accessible and searchable by St. Olaf alumni, current students and college staff.
- Current students will not have their contact information listed.

What if I don't want my contact information listed in the directory?

- If you had already requested to not have your information available previously on the alumni directory no action is needed. It will not be visible in the new directory.
- If your information is visible but you want to change how much can be seen you can adjust your [privacy settings](#) in your profile.

How do I create an account in the alumni directory?

<https://stolaf.alumniq.com/signup>

Welcome!

All are welcome to create an account. It takes just a moment and will make return visits much easier. The information you submit will be used to identify you, so please fill out as much as you can.

Why create an account?

- Update your address
- Faster event registration
- Access the alumni directory
- Access the volunteer portal

Select features are restricted to certain members of the community.

Tell us a little bit about yourself...

Prefix*

First Name*

Middle Name

Preferred Email Address*

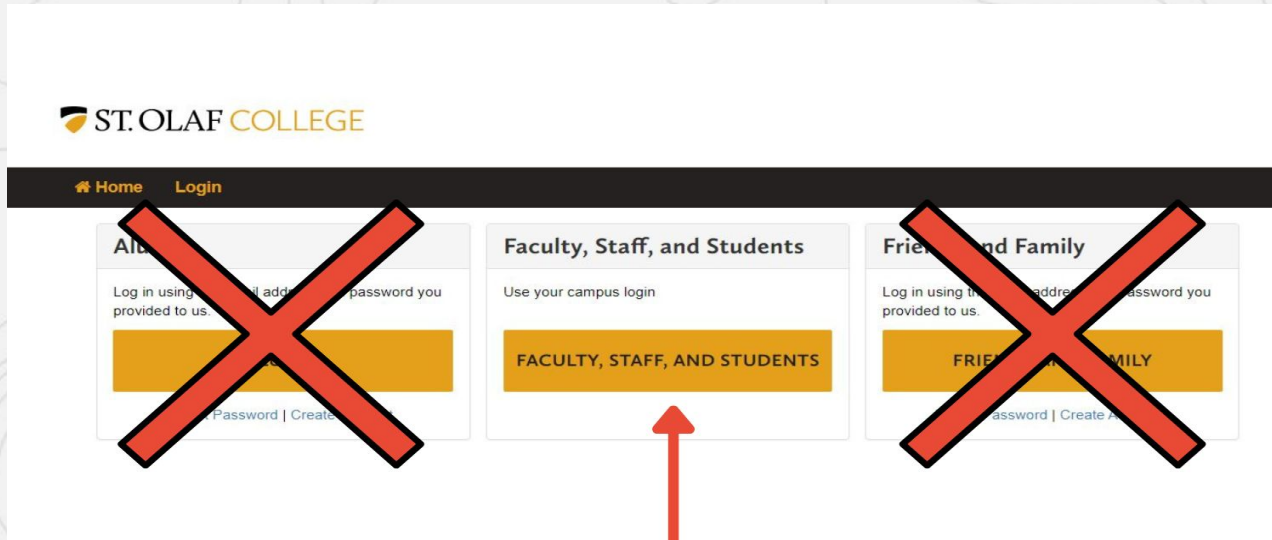
Personal email addresses are preferred, as they are less likely to change than a work email address.

This is your login name.

Home Street Address

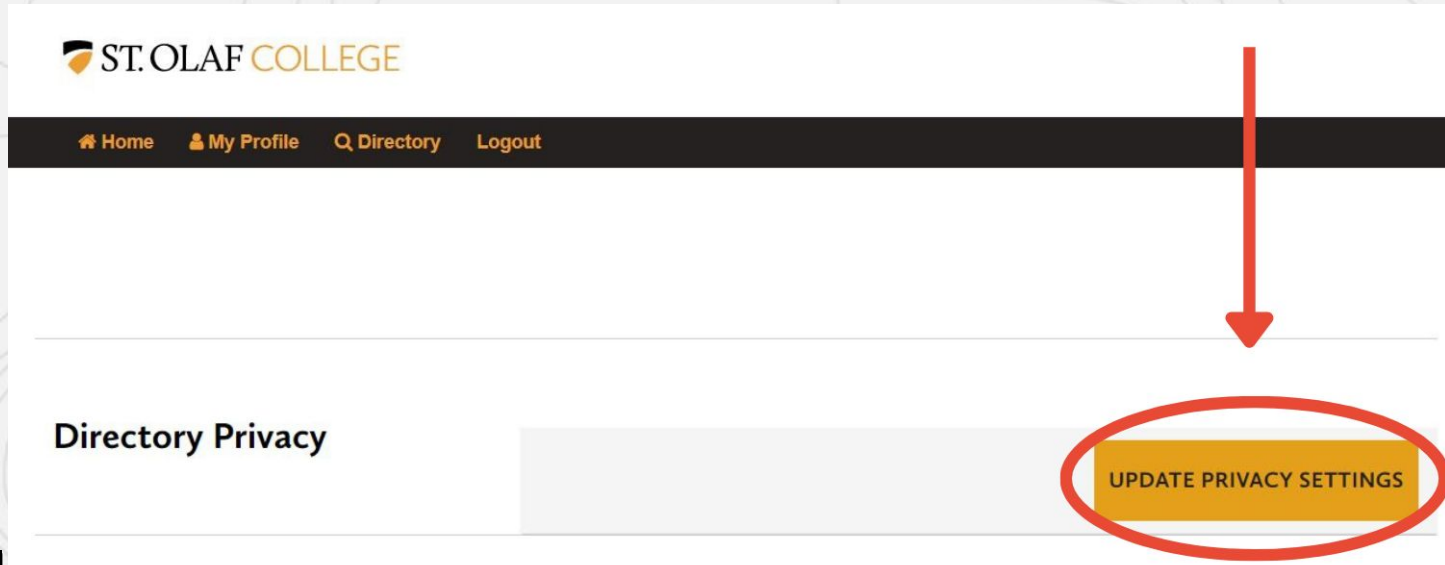
I work at St. Olaf and I am also an alum. How do I log in?

- Please use the **faculty/staff** login button and your Google credentials.



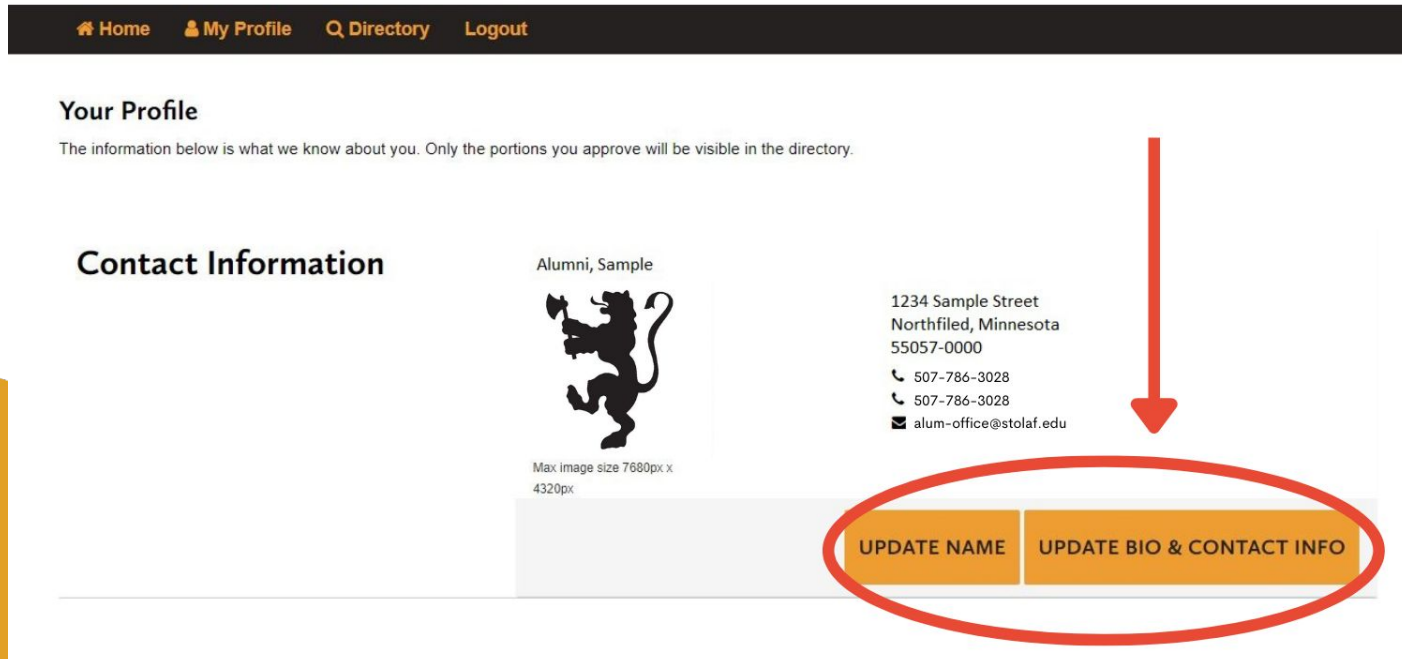
How much information about me can be seen?

- You choose the information you would like visible to other alumni in the “My Profile” section of your directory page. Scroll to the bottom for privacy settings.



How do I update incorrect information?

- You can directly edit most of your contact information and add a photograph. If there is information you cannot edit that needs to be corrected, please email advops@stolaf.edu and include an explanation of the edits you are requesting.



The screenshot shows a navigation bar with links for Home, My Profile, Directory, and Logout. Below is the 'Your Profile' section with a disclaimer. The 'Contact Information' section displays a profile for 'Alumni, Sample' with a lion logo, address, and phone numbers. A red arrow points from the contact information to two orange buttons: 'UPDATE NAME' and 'UPDATE BIO & CONTACT INFO', which are circled in red.


Home My Profile Directory Logout

Your Profile

The information below is what we know about you. Only the portions you approve will be visible in the directory.

Contact Information

Alumni, Sample



Max image size 7680px x 4320px

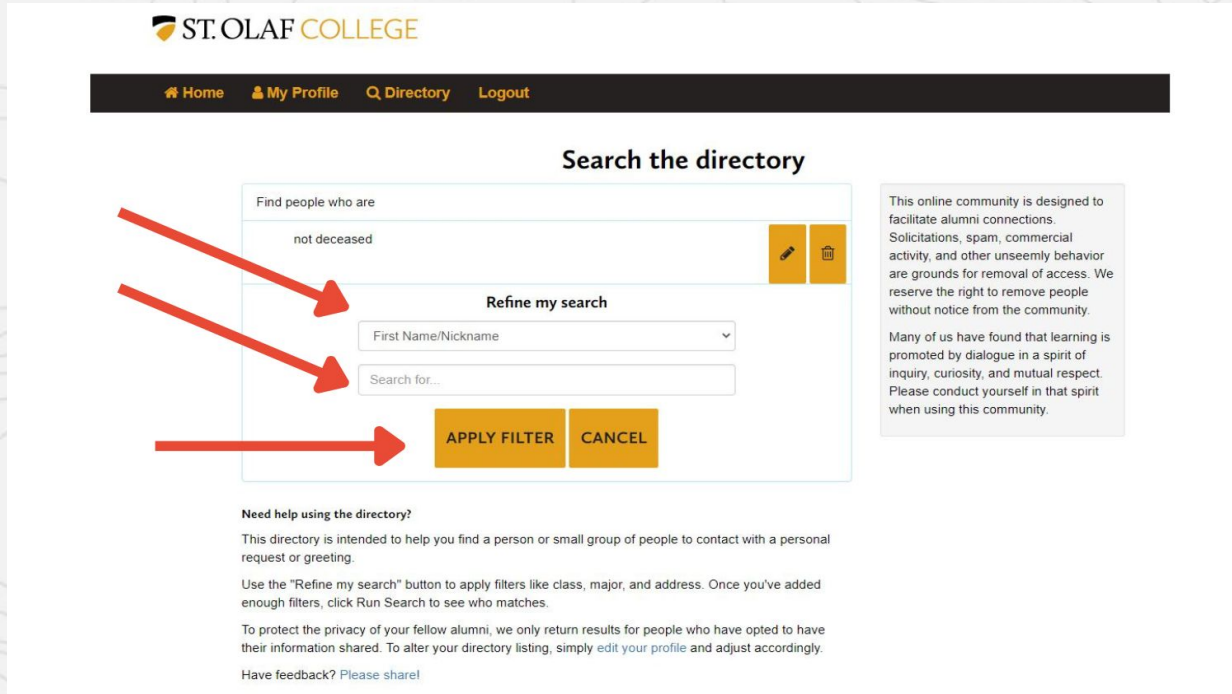
1234 Sample Street
Northfield, Minnesota
55057-0000

507-786-3028
507-786-3028
alum-office@stolaf.edu

UPDATE NAME UPDATE BIO & CONTACT INFO

How do I search the directory?

- Click the “directory” in the top search bar. Apply filters from the drop down menu – e.g. last name, class year, or region. You can choose from many other filters, too!



The screenshot shows the St. Olaf College website's directory search page. At the top, the St. Olaf College logo is on the left, and a navigation bar contains links for Home, My Profile, Directory, and Logout. The main heading is "Search the directory". Below this is a search form with a "Find people who are" section containing a dropdown menu with "not deceased" selected. To the right of this section are edit and delete icons. Below the search form is a "Refine my search" section with a dropdown menu for "First Name/Nickname" and a "Search for..." input field. At the bottom of the search form are "APPLY FILTER" and "CANCEL" buttons. Three red arrows point to the "not deceased" dropdown, the "First Name/Nickname" dropdown, and the "APPLY FILTER" button. To the right of the search form is a text box with a disclaimer: "This online community is designed to facilitate alumni connections. Solicitations, spam, commercial activity, and other unseemly behavior are grounds for removal of access. We reserve the right to remove people without notice from the community. Many of us have found that learning is promoted by dialogue in a spirit of inquiry, curiosity, and mutual respect. Please conduct yourself in that spirit when using this community." Below the search form is a section titled "Need help using the directory?" with text explaining the directory's purpose and how to use filters, and a note about privacy. At the bottom left is the St. Olaf College logo.

ST. OLAF COLLEGE

Home My Profile Directory Logout

Search the directory

Find people who are

not deceased

Refine my search

First Name/Nickname

Search for...

APPLY FILTER CANCEL

This online community is designed to facilitate alumni connections. Solicitations, spam, commercial activity, and other unseemly behavior are grounds for removal of access. We reserve the right to remove people without notice from the community.

Many of us have found that learning is promoted by dialogue in a spirit of inquiry, curiosity, and mutual respect. Please conduct yourself in that spirit when using this community.

Need help using the directory?

This directory is intended to help you find a person or small group of people to contact with a personal request or greeting.

Use the "Refine my search" button to apply filters like class, major, and address. Once you've added enough filters, click Run Search to see who matches.

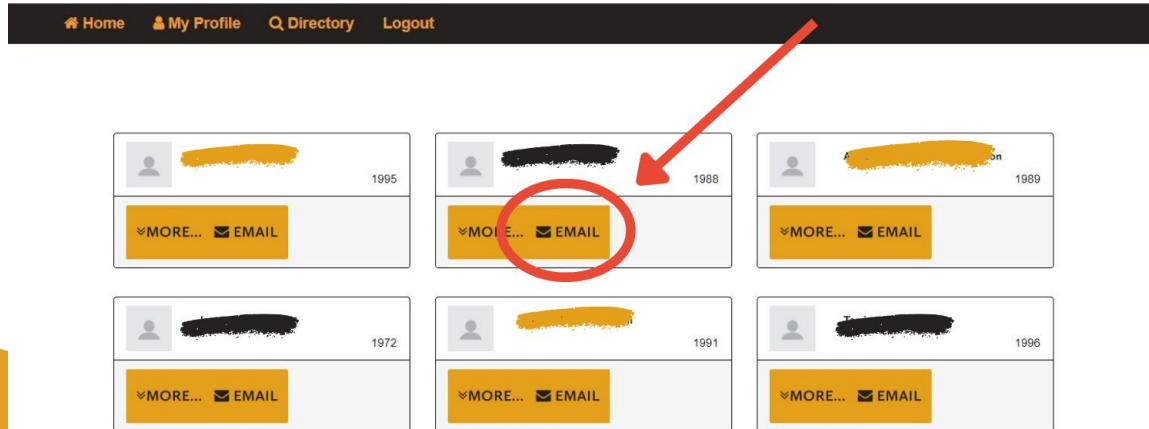
To protect the privacy of your fellow alumni, we only return results for people who have opted to have their information shared. To alter your directory listing, simply edit your profile and adjust accordingly.

Have feedback? Please share!

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Can I email other alumni directly?

- Yes. The system will send an email to the recipient on your behalf. Responses to your email will go directly to the personal preferred email address you have listed in your directory profile.



Why did the directory change?

- The technology used for the old directory is no longer supported. Further, the new directory will provide alumni with easier access to contact information, enhanced privacy, and a simplified way to change and update contact information.

Where do I find my class notes?

- The new directory will not host class notes. Instead, all [submissions](#) will be published in the [St. Olaf Magazine](#) in the print issue published twice a year. Class news, professional accomplishments, births, deaths, and marriages, will be located in the “Beyond the Hill” and/or “Milestones” sections of the magazine.

Please email questions to:
alum-office@stolaf.edu