

Instructions for the New Alumni Database

To log into the new database;

1. From the GSAPP Homepage (gsappweb.rutgers.edu) select the Alumni tab.
2. Under the tab select Alumni Services.
3. Log in using your username and password.
If your name is John Doe and your birthday is 9/24/1977 then you log in with:
User: jdoe
Password: J092477 (first initial in caps mmddy)

(If you are a recent alumni and already have a username and password for the Student Services Portal they will not change.)

To change your password:

1. Select 'Change Database Password' in the upper right corner.
2. You will be prompted for your old password and a new password.

To see what will appear in my on-line profile?

1. In the upper right corner click on 'What will appear in my on-line profile?' This will tell you what information in your profile will be available to the public if you choose to take part in any of the new search database features.

To update your information:

1. Go to the upper right corner and click on 'Update Account Information'.
2. Fill in the information on the 'Common Profile' tab
3. Select the Alumni Information tab and fill out information.
4. Scroll to the bottom of the page and click on 'Save'

To search for alumni:

1. Go to the Alumni Directory section
 - A. Go to the Quick Lookup and select a name
 - B. Go to Lookup By Alumni Name and type in a name
 - C. Select Search Alumni
Enter location, county, specialty, population, orientation, or gender

In addition to being able to search for post doc mentors and supervisors alumni will have access to the view the GSAPP staff/faculty directory and the student directory.

If you have questions or comments contact:
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