UCEAP Connect User Guide
October 2017
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Introduction
Welcome to UCEAP Connect – the place for the UCEAP community to engage with each other. This guide is designed to help you understand how the platform works and how to register, update your profile, and contact others.

How to access the platform

Registration

1. Go to [www.uceapconnect.com](http://www.uceapconnect.com) and select ‘Join Now’ in the box on the right of the screen.
2. There are three ways you can register – through your LinkedIn account, through your Facebook account or by using your email with a chosen password.
3. Once you choose a method of registration, you cannot switch to another method without re-registering. If you need help with your account, contact [alumni@eap.ucop.edu](mailto:alumni@eap.ucop.edu) for assistance.
4. **We recommend using LinkedIn** to register as it means you have less to complete in the registration form. It also means that if your profile information changes (for example you get a new job) you can auto update your UCEAP Connect profile via LinkedIn, rather than making manual updates.
5. Accounts created through LinkedIn or Facebook will automatically use the login details associated with these sites. If your details on your LinkedIn or Facebook accounts are out of date, please remember to update before registering through these accounts.
6. Complete the registration pages to create your account.
a. Your affiliation – choose ‘Alumni’ if you have completed your study abroad experience, or are currently abroad. Select ‘Student’ if you are about to go abroad. For other users, select Faculty, Staff, Parent, or Friend as relevant. If you have more than one connection with UCEAP, default to the ‘Alumni’ or primary relationship.
b. Complete basic identifying information and location, add a profile picture (if not imported through LinkedIn/Facebook).
c. For your UCEAP information, add
   - Country of Study
   - Program Start Year
   - UC Campus
   - Partner University/Program
   - Industry
d. If you participated in multiple UCEAP programs, use the ‘Add another’ link to add additional programs. We have pre-loaded primary participation records.
e. On the second page, select how you would like to be connected with UCEAP. You can update these at any time. Options include: organize or help plan an alumni reunion, volunteer to review scholarship applications, help raise funds for student scholarships, offer internships & jobs to the UCEAP Community, or willing to be a mentor.

Approval
For most alumni, your request will be easily and automatically approved based on matching your input with our preloaded alumni records. However, it may take us some time to approve your request. This often happens where any of the details you provide do not match our records. For example you are using a different name or you have entered a different email, country or start year. You will receive an automated email confirming your application is pending. An approval and welcome email will be sent when your account has been approved. Your application will be approved within 3 days.

Using the platform
Logging In
1. Go to www.uceap.connect and hover over the ‘Sign in’ text at the top right of the screen. Click on LinkedIn or Facebook if you registered through them, or click inside the email box and enter the email address and password that you set up.
2. Next, you will see your homepage/dashboard.
Updating your profile

1. Click on the ‘Me’ tab at the top of the screen. This will take you to your account profile page.
2. Click on ‘Update your profile’ to be able to make any updates to your profile.
   a. Summary – Tell other users a bit about yourself! You can add as much or as little here as you like.
   b. Willing to help – During the registration process, you were asked if there were ways you were willing to help your community. You can update your preference at any time through your profile page.
   c. Reconnecting – Share your professional career highlights, your favorite study abroad memory or what you say to current UCEAP students?
   d. My UCEAP Profile – Information about your study abroad program.
   e. Education
   f. LinkedIn sync – Make life easier for yourself and use this button to periodically synchronize your LinkedIn profile with your UCEAP Connect profile.
   g. Work – If you haven’t registered with LinkedIn, update your current work details here.
   h. Name and Location – Let us know if your name has changed. Plus check location details, is it right? Make sure to update where you are currently living so others can find you.
   i. Profile photo – If you registered through LinkedIn or Facebook, your profile photo from those sites will automatically be uploaded. But you can change your photo at any time.
   j. Contact and Social – Add your contact information and links to your social networks. You can choose whether your contact email is displayed on your profile or not.
3. Make sure that you click the ‘Update’ button next to the item you are updating once you are finished each time. If you do not click each individual update, changes will not be registered.
4. Once you have finished making updates, click on the ‘I am done updating’ button at the top right of the screen.

**Best Practices**

**Using the site**

1. **Notifications** – You can amend what notifications you receive by accessing your ‘Account settings’ page through the Settings button at the top right of the page.

2. **Messages from UCEAP Connect** – Click on the envelope icon to send and read messages to and from other users through the messaging services. When someone sends you a message, you’ll receive an email notification unless you have turned off notifications.

3. **Help the UCEAP Connect community grow!** Use the ‘Invite Alumni’ button to encourage UCEAP friends and associates in your personal network to join the community.

4. **Updates** – Use this to post a message to the entire platform, and check on other users’ messages. You can also like and comment on other messages here.

5. **Album** – Upload photos, tag friends, view and like other users’ photos
   a. **Tips for albums** - Remember to add the year the photo was taken. You don’t need the date, just the year.
   b. Give the photo a title.
   c. Please make sure your photos are not blurry, upside down, duplicates, etc.
   d. If you are uploading a number of photos, create an album.
   e. Think carefully about what photos you add as these will pop up on your profile when others users look at it. UCEAP will remove any inappropriate content.

6. **Directory** – Search by name, or refine your search by using UCEAP participation details (country, UC campus, Year, Partner), location or industry. Users who have registered on UCEAP Connect will show in your top results. Alumni who have not registered will show as Directory results.
   a. With over 100,000 alumni, searches may take a few minutes.
   b. To identify your student cohort, select country, year and partner institution from UCEAP details.
   c. Once you have found the person you are searching for, click on the View Profile button. User profiles display registration information as well as information that has been imported from LinkedIn and Facebook.
   d. Message functionality will be available for records with an email address. We do not have contact information for all alumni and some email may be invalid – share this site with your friends and fellow alumni to help grow the community!

7. **Events** – All users are able to create and sign up to events. See **Events** section for more details.

8. **News** – This is a live feed of our main UCEAP social media channels. A quick way to see what is going on with UCEAP on Facebook, YouTube, Instagram and Twitter!
9. Jobs – A place where any user can post a job or internships. See Jobs section for more information on how to post a job or opportunity.

10. Groups – Groups are a subset of users from within the main network. Each group has its own updates, album and events page. Groups can be open (public) or closed (private). Users must be a member of the group to post content in the group. Members who join a closed group must be approved by a group admin before they can join. See group section for more detail. All groups must be approved by UCEAP. Contact alumni@eap.ucop.edu for details.

**How to connect with people**

There are different ways to make connections with people you either know or are interested in knowing within the network.

1. Follow someone - Go to the person’s profile page and click on the ‘Follow’ icon to receive notifications when they post or update on the site.
2. Send a message to them through UCEAP Connect - Go to the person’s profile page and click on ‘Send message’. You can see the message you sent by accessing your mailbox in the platform.
3. Contact them directly by email (if user has chosen to display their email address).
4. Send a mentor request – use the ‘Request mentor’ button on the profile page to send a mentorship request. This is the best way to connect with someone you want to guide and advise you in a specific and meaningful way. Look for alumni who have signed up as ‘Willing to help’ and find someone who best fits your requirements by searching in the directory. UCEAP is launching our mentor program in January 2018. There will be options for a one time student/young professional interaction or for longer engagement. It will be up to you. For now, make sure to select how you are ‘Willing to help’ and stay tuned!
5. Connect via LinkedIn or Facebook – if the person has added their social networking information, you can directly connect to them on LinkedIn or Facebook through their profile page.

**Suggested contacts**

On your homepage, the directory page and within your ‘Me’ page, you will find selections of people from the platform.

1. People you need to know – these are others in the network chosen from a range of options such as: studied in the same country as you, UC Campus, location, or willingness to help.
2. Suggested mentors for you – on the Directory page, you will find a personalized list of suggested mentors for you based on a range of options such as: similar industry, location, or willingness to be a mentor.

**Events**

One of the main purposes of UCEAP Connect is to facilitate productive professional and personal networking among UCEAP alumni. Part of this may be through events, or through sharing of jobs or other opportunities within the community.
What can you do with Events?

- Create new events
- Invite specific people to your event
- Take registrations for the event
- Find events you want to go to and register to attend.

Creating an event

1. Log into UCEAP Connect and go to the Events tab.
2. Click on ‘Create an event now!’ and complete all fields in the form on the next page to create your event.
3. Things to remember:
   a. Date and time of event: You will need to complete the date in the formula MM/DD/YYYY. The time is set for GMT – remember to change it to your time zone.
   b. Who to invite? Although your event will be displayed on the homepage of UCEAP Connect for everyone to see, you can send direct invites to specific users based on the criteria in the ‘Who’s Invited?’ form.
   c. Direct invitations: If there are specific people you want to invite, use the box ‘Invite people by name’ to do so. Just start typing the name of the person you want to invite and s/he will pop up in the box.
   d. An email will be sent to every person you invite, whether chosen through the filters or by entering individual names in a direct invitation.
   e. External event link: You can add a link to an external page where users can get more information about the event, or register, if you chose not to take registrations through UCEAP Connect.

Registering for an event

1. Clicking on the event will give users more information about it, and also who is going.
2. If you are the event organizer, you will be able to download a list of attendees through the button found next to the image of ‘Who’s going?’ This button will only be visible to event organizers.
3. For users interested in going to an event, or responding to an invitation to an event, you can choose what to do by clicking Join, Maybe or Decline. A notification will go to the event organizer, and your page view of the event will change to show your attendance status.
Groups

Groups are a way to help special interest groups to network within the larger platform. You could say it is the UCEAP Connect version of a LinkedIn or Facebook group. We have country groups and affinity groups. Each group has its own updates feed, photo album and events page.

What are the benefits of Groups?

- Groups will allow you to narrow down who you connect with on the platform, and what you hear about. You can follow groups of your choice to receive relevant notification based on your interests.
- Group administrators can target events, photos and information to the right people, and link up interested individuals with their external sites for that particular interest group.
- Groups can be co-managed and shared across countries or even continents.

Groups are created by UCEAP. If you have an idea for a new group, contact alumni@eap.ucop.edu. Groups may be open (public) or closed (private) depending on the purpose. For country groups, alumni are automatically added to the corresponding country of study group, but you may join any group by request. If the group is closed, the group admins will approve the request to join. If you would like to be an admin for a group, contact alumni@eap.ucop.edu.

Jobs and opportunities board

This is an area to list and view jobs and other opportunities that users want to share with the UCEAP community.
What can you do with Jobs/Opportunities board?

- Post job vacancies you want to advertise to other UCEAP alumni
- Apply for jobs you see advertised on the platform
- Post details of your volunteer or internship opportunities
- Find out more about getting involved as a volunteer or pursuing an internships around the globe!

Searching for jobs and opportunities

1. Log into UCEAP Connect and click on the Jobs tab
2. To filter the listings, use the Find job opportunities search box shown below to identify listings you might be interested in. Search by type (job or internship), by location, or by keyword.

Creating a listing

1. Click on Post a new job button in the box to the right of the screen.
2. On the next screen, complete the form with details of your listing. Mandatory fields are marked with * and include Company Logo, Organization, Position, Job description and post start and end dates.
3. Click the Post button when you finish to make the listing live. You can Edit the listing at any time, or Delete it if the position is filled.

Applying for a position

When you see a role you like in Jobs, simply click on the ‘Apply’ button. You will then be directed to an external organization page, or a message box will pop up with further instructions.

Recruiting and Posting Policy

Employers must be an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or citizenship unless legally required, and provide equal employment opportunity to disabled veterans, and veterans of the Vietnam era.

We comply with the Department of Justice online job posting guidelines.

There will be no solicitation of students, products or services, which includes the hiring of students to solicit for donations, products or services on-campus.

Job postings should be submitted to appear on UCEAP Connect for no longer than a one year time period.

All opportunity postings must include an email address, phone number and location for the company's contact. Physical address must be present and verifiable.

UCEAP strives for open access and connections between alumni and employers. However, we reserve the right to accept or deny any position or recruiting organization based upon internal criteria. Additionally, we may deny or remove access rights for organizations that do not meet the above standards or do not match the mission of UCEAP.
Mentoring Program
UCEAP will be launching a mentor program in January 2018. You will have the opportunity to share your professional and personal experience and expertise with UCEAP students and alumni.

Posting Guidelines
UCEAP Connect encourages active discussion and sharing of information and thoughts. While this is an open forum, we ask that you keep your comments and wall posts civil and clean. We reserve the right to remove any content found to be inappropriate including, but not limited to: inflammatory or hateful content, profanity, adult themes or indecency, bathroom humor or references, libel, ethnic or racial slurs, sexist, homophobic or similar content, and personal attacks. UCEAP Connect encourages all users to contact alumni@eap.ucop.edu when they find abusive content. This page is not to be used for unauthorized solicitation of sales and/or promotion of goods and/or services.

To employers wishing to post jobs to UCEAP Connect, please review and abide by our Recruiting and Posting Policy before proceeding. We will take steps to block users who repeatedly violate these posting guidelines. Comments and posts from visitors do not in any way reflect the opinions and policies of UCEAP.

Common questions or issues

1. Forgotten Password – use the ‘forgotten username or password’ link in the sign in box to reset your password.
2. Technical issues? If you are getting error messages or pages are not loading properly, email support@uceapconnect.com for help.
3. UCEAP related questions contact alumni@eap.ucop.edu for help.
4. What is my Program Start Year? This is the first year that you studied abroad. If you studied abroad from 1962-1963, your start year is 1962.
5. Privacy – please read the privacy policy on UCEAP Connect found at the bottom of each page to find out more or go to https://uceapconnect.com/privacypolicy.
6. At the bottom of the screen a ‘Report inappropriate content’ button, is available to alert UCEAP on anything we need to review or monitor on the platform.

Comments or Questions – contact us at alumni@eap.ucop.edu. Please let us know how we can improve the platform.