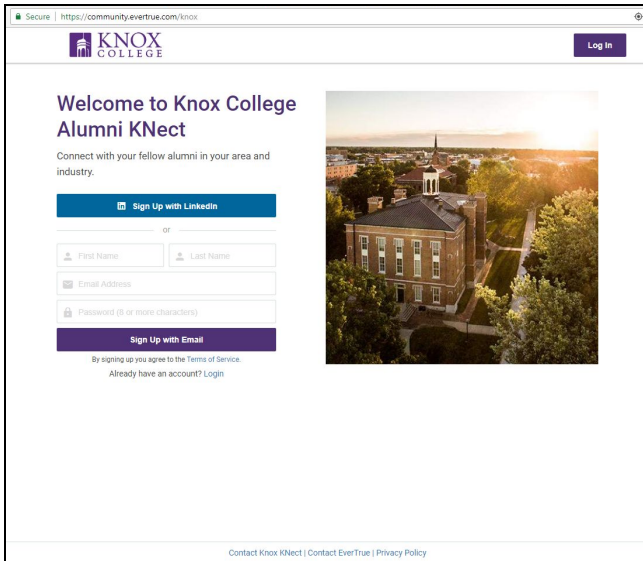


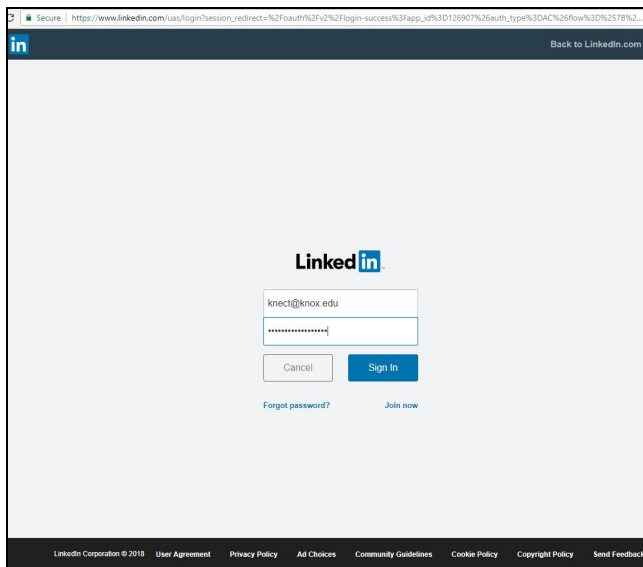
KNect Directory (Desktop Version) (Step-by-step)

<https://community.evertrue.com/knox>

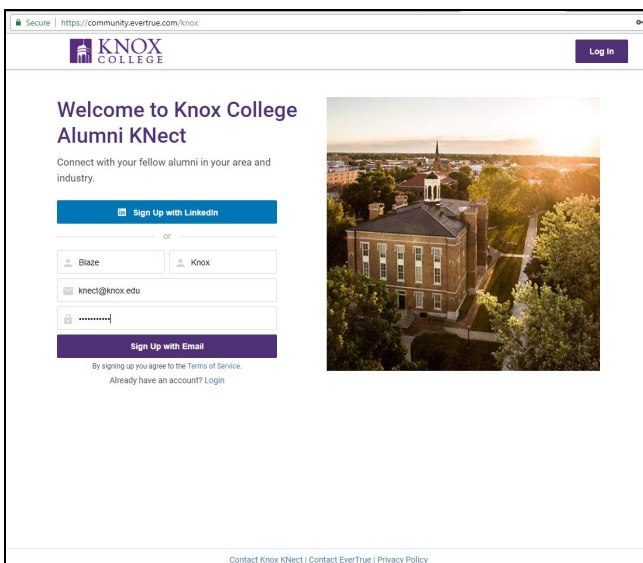


-**Login Screen** to the desktop version.

-You have the option to login with your LinkedIn Credentials or with your email.



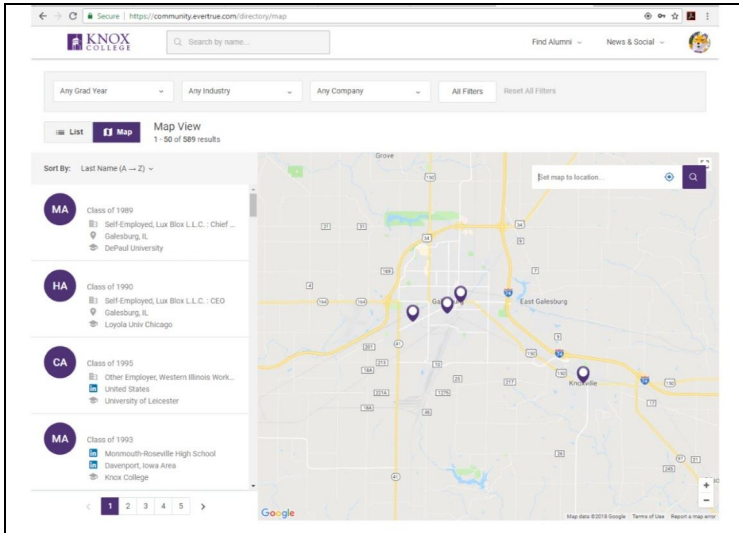
If you choose to **sign up/login with LinkedIn**, you will then see this screen prompting you to login with your LinkedIn credentials.



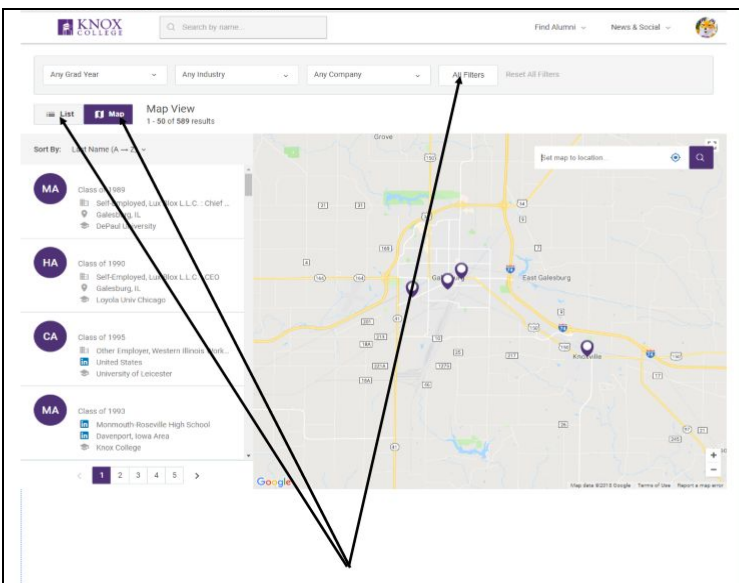
If you choose to **sign up with your email** and not LinkedIn credentials, type your first and last names, your email address, as well as a password you would like to use.

You may be asked to provide more information for verification. This is a way that we can verify that all users are Knox Alumni. Watch your email inbox asking you to verify your request to login.

Getting Started with a search



This is the first Screen you will see after you login. There will be a map view and your computer should prompt you to set your location, if you choose to do so.

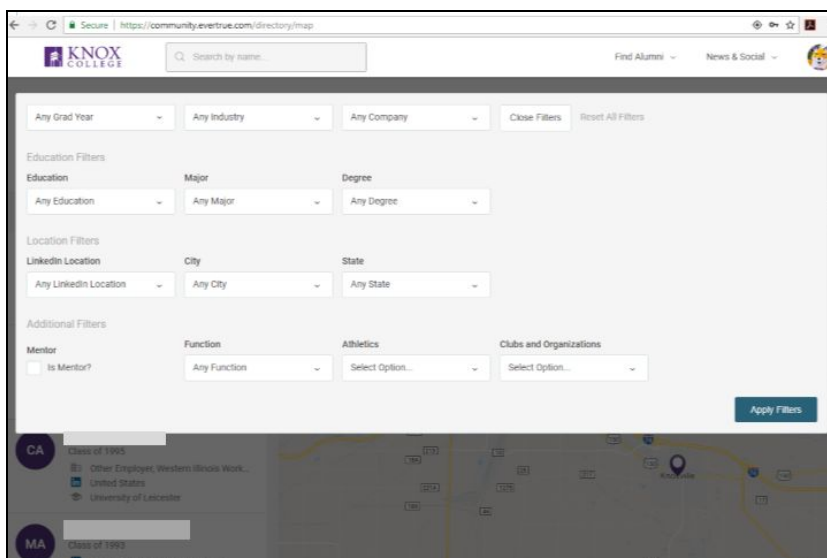


Three buttons that will be helpful in your search include:

- **LIST**
- **MAP**
- **ALL FILTERS**

When the **MAP** button is highlighted, your search will only be in the area that is shown in the map view. The MAP results will likely be much lower than the LIST results.

When the **LIST** button is highlighted, your search will be of all alumni.



ALL FILTERS

Once you've selected the ALL FILTERS option, there will be a dropdown box and this will allow you to do a number of searches by class year, industry, company, education, major, degree, LinkedIn location, city, state, athletics or clubs/organizations. After you've filtered your searches, click APPLY FILTERS.

Once you've completed one search and would like to conduct a different search, be sure to click **RESET ALL FILTERS**

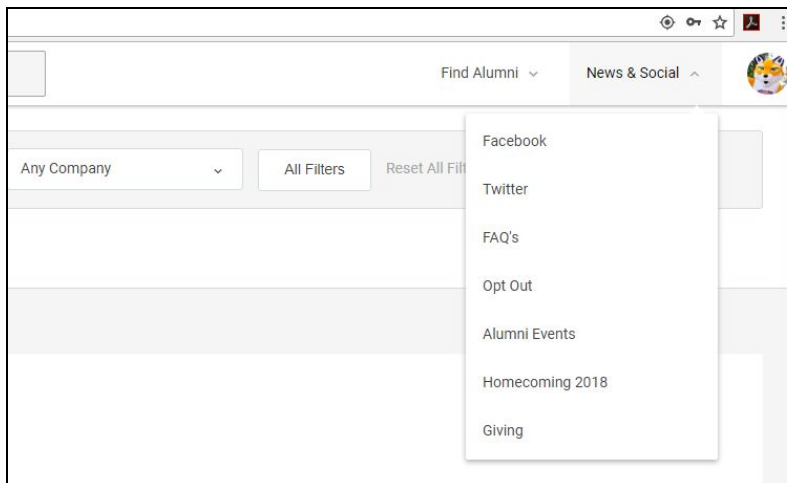
Searching by name

At the top of the screen, there is a **SEARCH BY NAME** option. Insert the name of a classmate, friend or fellow alumni. Once you begin typing, the results should begin to auto-fill.

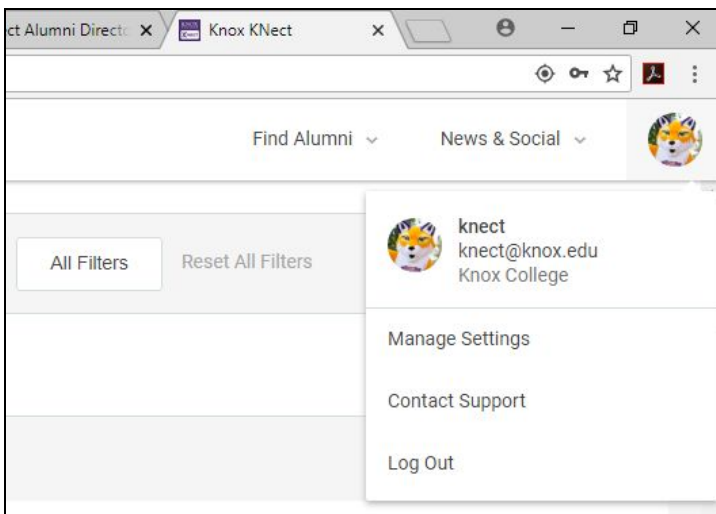


News & Social

If you click on the **News & Social** option in the upper right corner of your screen, these drop down menu items will appear allowing you to connect to the Knox Facebook and Twitter pages, as well as FAQ's, the Opt Out form, Alumni Events, Homecoming 2018 and the Giving page.



Managing your settings



If you would like to manage your settings, click on the round picture or initial icon in the upper right corner of the screen. This gives your three options.

- My Profile
- Manage Settings
- Contact Support
- Log Out

Managing Settings Continued

The screenshot shows a 'Settings' dialog box with a sidebar on the left containing 'Become a Mentor', 'Profile Visibility', 'Password', and 'Social Networks'. The main content area is titled 'Become a Mentor' and includes a description: 'Share your professional expertise with other community members! If you elect to become a mentor, users will see a "Mentor" tag on your profile and your community's administrator will be notified.' There are two radio buttons: 'I would like to become a mentor today' (selected) and 'I am not interested at this time'. Below this is a section 'Already a Mentor?' with the text 'Update your profile so potential mentees can see your areas of expertise before reaching out.' and a button 'Update My Profile'. At the bottom right is a 'Save Settings' button.

When you click on **Settings**, you will see the following options.

- Become a mentor
- Profile Visibility
- Password
- Social Networks

The screenshot shows the 'Settings' dialog box with 'Profile Visibility' selected in the sidebar. The main content area is titled 'Profile Visibility' and has two radio buttons: 'Make my profile visible to only me' (selected) and 'Make my profile visible to everyone'. Below this is a section 'Want to Make Edits to Your Profile?' with a button 'Suggest Updates to Profile'. At the bottom right is a 'Save Settings' button.

In the **Profile Visibility** option, you can also suggest updates to your profile, as shown in the next screen image.

The screenshot shows a 'Suggest Profile Updates' dialog box with a sidebar on the left containing 'Contact Info', 'Career', 'Other Education', and 'Additional Info'. The main content area is titled 'Contact Info' and has three input fields: 'Email' (with placeholder 'phil@company.com'), 'Phone Number' (with placeholder '617-000-0000'), and 'Address' (with placeholder '123 Main Street, Boston MA 02110'). At the bottom, there is a note: 'An administrator from the community will review your suggestions and you will be notified when it has been approved.' and two buttons: 'Cancel' and 'Send Updates'.

Suggest Profile Updates

- Contact Info
- Career
- Other Education
- Additional Info
- Email
- Phone Number
- Address

How to return to the home screen:

- Click on the **Knox College bell tower logo** in the upper left corner



We are here to assist:

General questions:

- Email knect@knox.edu

Updating your information:

- If you experience challenges, you can simply email your information/profile updates to records@knox.edu

Technical Difficulties/Login Challenges:

- Email genius@evertrue.com
- These requests will be sent directly to the technical support team.

Additional Information/Frequently Asked Questions:

- Visit: <https://www.knox.edu/knect>

